June 26, 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

2. Approval of agenda*

3. Consent*
   A. Approval of Minutes of May 08, 2019
   B. Acceptance of Donations

4. Public comment

5. County Commissioner update
   A. Commissioner Marion Greene, District 4
   B. Commissioner Irene Fernando, District 2

6. President’s report
   A. Commendation, Ken Behringer, MELSA*
   B. Employee Recognition Awards
   C. Announcements
   D. Executive Committee Report
   E. DSP Committee Report

7. 2020 Budget
   A. 2020 – 2024 Capital Improvement Plan
   B. 2020 Operating Budget*

8. Director’s report
   A. Library, County, and Community Updates

9. Library board policies
   A. First Read
      I. Collection Development and Management
      II. Freedom to Read
      III. Freedom to View
      IV. Lending
      V. Policy Review Policy

10. Committee reports
    A. Friends of Hennepin County Library,
        Erin Vrieze Daniels

11. Unfinished business
    A. Conference Report
       i. Chris Damsgard
       ii. Jonathan Gaw

12. New business

13. Adjourn*

*Denotes board action item.

Library Board
Katherine Blauvelt, President | Chris Damsgard | Tim Dolan | Jonathan Gaw, Secretary | Rahfat Hussain | Adja K. Kaba
Sheila Letscher | Margy Ligon | LaBelle Nambangi | Samuel Neisen | Erin Vrieze Daniels, Vice President

Interim Library Director
Janet Mills
Hennepin County Library Board Annual Meeting
Meeting Minutes

The Hennepin County Library Board met Wednesday, May 8, 2019, Ridgedale Library, Robert H. Rohlf meeting room.

Attendees
Present: Katherine Blauvelt, Jonathan Gaw, Rahfat Hussain, Adja K. Kaba, Sheila Letscher, Margaret Ligon, LaBelle Nambangi, and Erin Vrieze Daniels.

Hennepin County Staff: Interim Library Director Janet Mills, Hennepin County Attorney Chuck Salter, Nick Andrews, Samantha Jekot-Graham, Nancy Palmer, and Tracy Thompson.

Public: David Smith, Hopkins

Call to Order
President Katherine Blauvelt called the Hennepin County Library Board annual meeting of May 8, 2019, to order at 5:06 p.m., and welcomed all in attendance

President Blauvelt asked the newest member, LaBelle Nambangi, to introduce herself. Ms. Nambangi shared she is very excited to be a part of the Board, and she has been working with communities locally for over 15 years.

Approval of Agenda
Changes to the agenda included amending item 7A, Election of Officers, to reflect Sheila Letscher would be leading the election in the absence of Chair Chris Damsgard. President Blauvelt made a motion to approve the amended agenda; seconded by Adja K. Kaba. Motion passed.

Consent Items
Margy Ligon made a motion to approve the consent agenda; seconded by Erin Vrieze Daniels. Motion passed.

Public Comment
David Smith, Hopkins, spoke on their hopes for the attributes of the next Library Director, and their views on the Library Director’s education credentials.

Library Board
Katherine Blauvelt, President  |  Chris Damsgard  |  Tim Dolan  |  Jonathan Gaw, Secretary  |  Rahfat Hussain  |  Adja K. Kaba
Sheila Letscher  |  Margy Ligon  |  LaBelle Nambangi  |  Samuel Neisen  |  Erin Vrieze Daniels, Vice President

Interim Library Director
Janet Mills
Commendation and Recognition

Caitlin Cahill, Library Board

President Blauvelt referenced the resolutions commending Former Library Board member Caitlin Cahill. A Board Resolution thanking Ms. Cahill for her years of service to the Library Board was moved by President Blauvelt; seconded by Adja K. Kaba. Motion passed.

Ms. Cahill could not attend, but expressed her gratitude and thanked the board for this recognition.

Tracy Thompson, Library Board Clerk

President Blauvelt made a motion to recognize departing Library Board Clerk Tracy Thompson with a certificate of appreciation for her years of service and support to the Library Board, seconded by Erin Vrieze Daniels. Motion passed. Ms. Thompson has accepted a position with the Audit, Compliance, and Investigation Services department within Hennepin County and looks forward to supporting the Board as a patron of the Library and resident of Hennepin County.

President’s Report

Chuck Salter, Hennepin County Attorney

Mr. Salter spoke on open meeting laws and how they apply to the Library Board, in addition to data best practices.

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.

The Library Board will be recognizing all Library Employee Recognition Program Award nominees during the June meeting; new this year, a reception will be held prior to the meeting.

Hennepin County Strategic Engagement Coordinator Kelsey Dawson Walton is available to serve as a facilitator and guide for conversations as the Library Board begins to explore their role in community engagement. A Library Board retreat will be scheduled for this summer.

Executive Committee Report

The Committee heard from County Administrator David Hough; Michael Rossman, Chief Human Resources Officer; and Chester Cooper, Assistant County Administrator – Operations, on the decision to pursue removing the education credential from the MN Statute, in addition to comments from members of the public. The Director Selection Process committee will meet to continue discussions on the Board’s role in recommending the next Library Director once the outcome of the bill at the Legislature is known, expected by the end of May.

The next Executive Committee meeting on June 5 has been extended to 2 hours, the meeting will be held at Augsburg Park Library.
2019 Meeting Locations
The Board discussed a desire to reach further out into the community by holding Library Board meetings at libraries other than Ridgedale, Southdale, and Minneapolis Central. Board and staff discussed limitations of locations based on open hours, public and staff use, transit access, parking, size of meeting room, building project closures, and technology.

Erin Vrieze Daniels made a motion to hold the September 25 Library Board meeting at Plymouth Library, and the November 20 meeting at Walker Library; seconded by Adja K. Kaba. Motion passed.

Director Selection Process Committee Meeting
No decisions have been made for future process on Director Selection Process Committee; anticipate no action will be taken until the legislature concludes its business.

Computers in Libraries Conference Report
Laid over to future agenda.

Election of Officers
Nominating Committee – Sheila Letscher, Nominating Committee Member
Sheila Letscher said the nominating committee submitted the following nominations: for President, Katherine Blauvelt; for Vice-President, Erin Vrieze Daniels; for Secretary, Jonathan Gaw.

Letscher opened nominations from the floor for President. There were none, and nominations were closed. Letscher called for a vote. Katherine Blauvelt was elected President.

Letscher called for nominations from the floor for Vice President. There were none, and nominations were closed. Letscher called for a vote. Erin Vrieze Daniels was elected Vice President.

Letscher called for nominations from the floor for Secretary. There were none, and nominations were closed. Letscher called for a vote. Jonathan Gaw was elected Secretary.

President Blauvelt appointed Sheila Letscher to serve on the Executive Committee as a member at large.

President Blauvelt appointed Erin Vrieze Daniels to continue to serve as the Library Board’s ex-officio member to the Friends of Hennepin County Library.

Kathrine Blauvelt acknowledged the amount of work the board has put in this year and that it reflects the level of commitment everyone on the board has.
Library Board Dialogue

2020 Operating Budget Outcomes

Disparity Reduction - Janet Mills, Interim Library Board Director;
Director Mills introduced the scope of the Library Board’s role in the Library budget process for 2020. She reminded everyone that the Library Board is not in a position to approve or disprove the budget figures. The dialogue and subsequent conversations are the Board’s chance to consider the budget strategy, make comments and ask questions, and inform the direction of HCL’s budget planning.

She shared she believes that how we allocate our operating funds demonstrates our values, and as in past years, decisions around the budget reflect the Library’s mission and strategic plan, our commitment to sustainable, community responsive service and our promises to our talented staff who are the heart of our service.

She emphasized the Library’s focus on reducing disparities across Hennepin County will play a significant role in our budget priorities. Hennepin County is committed to reducing disparities by focusing on outcomes in the education, employment, health, housing, income, justice, and transportation domains. She highlighted HCL’s Equity, Diversity and Inclusion work and the ways we join with county colleagues to address the county’s disparity reduction goals are important pieces of the Library’s on-going effort to improve outcomes for all Hennepin County residents.

Director Mills informed the board that one of the strategic goals in the 2019 Equity, Diversity, and Inclusion Action Plan is to empower communities through an equitable budget. She advised that work would be focused mostly on ways we allocate FHCL funding and other sources of programming funding rather than on the operating budget. She disclosed she is determined to make progress on this goal to achieve greater equity in funding for programs, services and supplies because ultimately that supports our work to reduce disparities. She shared she has been in many conversations recently with library colleagues to better understand the challenges around our current funding model for programs, services and supplies. She has heard clearly that some libraries have access to funding that other libraries do not have, and staff tell compelling stories about how that inequity impacts their work and our communities.

Library Budget Overview - Nancy Palmer, Budget & Finance Division Manager;
Nancy Palmer, Library Budget & Finance Division Manager, reviewed the budget schedule, and how the Library will approach the 2020 budget presentation.

Director Mills asked the Board to consider the story of how the budget supports our work, and how to improve outcomes for all residents across Hennepin County with the resources available to us.

Library Budget Dialogue - Nick Andrews, Associate Librarian Franklin Library
Nick Andrews, Associate Librarian at Franklin Library, lead the Library Board in a dialogue on how our decisions regarding the budget can reflect the Library’s commitment to our strategic plan promises to engage with communities, respond to patrons, and support staff.
The board engaged in a facilitated conversation on the following questions:

How do the Library’s efforts on disparity reduction align to disparities you all know exist in the County, and in your communities?

Where, and how, do you see our values showing in our budget? Where do you see those showing up this year?

How our budget request can reflect our commitment in a compelling way?

How can we show we are allocating our limited resources to the pressing problems we are seeing in our communities?

How can libraries position themselves to provide encouragement that all people can grow?

Board members discussed how they appreciate local libraries have been able to supplement education and have positioned themselves to provide services to support education in the community like homework help. Members shared a concern that immigrant communities may not be aware of the services available to them through the Library and that further engagement needs to be done to communicate that libraries are free and open to all.

The Board expressed wanting to see how the library could address gaps or connect to other areas like transportation to ensure community members can have access to library programming and services. Members shared their experiences seeing children and adults huddled around closed libraries to access wireless internet, they would like to see more ways we could support the community through extended hours or increased access to important services by installing covered benches or increasing range of Wi-Fi technologies.

Members reiterated they are proud of how HCL and staff currently support their communities, but would like to consider broader terms of how we deliver services and how we can help communities access services when the Library is unable to be open or extend hours.

The Board agreed HCL should continue to champion a diverse collection that represents the whole spectrum of society. They stressed the need to protect the collection budget to ensure we are able to continue to include books and other resources from many different backgrounds that support an expansive and diverse user base.

As the Library prepares their budget letter and presentation, the Board recommends moving from a deficit mentality to one that reiterates the tremendous value our communities hold and the long-term benefits of investing in them. Members endorsed a storytelling method that supports our role in disparity reduction, as well as how the library can support existing talents and strengths of community members.

Mr. Andrews thanked the Board for their inspiring and thoughtful discussion. Director Mills shared further conversations on the budget will be held at the June 5 Executive Committee meeting, and the June 26 Library Board meeting.
Library Board Policies

Policy Draft Review, Janet Mills & Samantha Jekot-Graham
Director Mills reminded the Board that Library Board policies are intended to articulate overarching principles and objectives and define roles and responsibilities. The Library’s Administrative policies establish and outline rules and procedures.

Collection Development & Management: Members requested that special collections be more broadly defined and include how and who determines special collection items.

Freedom to Read: The Board was reminded that as an ALA policy it cannot be edited, the Board must adopt as is or reject.

Freedom to View: The Board was reminded that as an ALA policy it cannot be edited, the Board must adopt as is or reject.

Lending: Samantha Jekot-Graham, Patron Experience Lead, outlined that the purpose of the Lending Policy is to articulate underlying policy for lending library materials, and define roles and responsibilities. Members requested under the principles section that “We value patron service; we serve individuals and the community as a whole.” wording be revised to better reflect intention that we value service to patrons, not their service to us.

Policy Review Policy: Members requested additional edits to remove or expand on policies being reviewed by a specific committee now that they are reviewed in a committee of the whole.

Director’s Report

Library, Community and County Updates
County Administration has made a recommendation to the County Board that the Southdale Library move to a space adjacent to the Southdale Mall. Community meetings will be held to continue discussions with the public on this building project. Director Mills shared HCL staff have found other systems have done this successfully with great benefit to the public and it presents an exciting opportunity to serve our community. The Hennepin County Service Center moved to the mall in 2016 and is excited at the opportunity to being in close proximity with the Library again to further support the needs of community members.

The State Report was submitted at the end of March for 2018. State Library Services collects statistics and financial data from public libraries. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. Statistical information is used by public libraries and policymakers to plan and implement services that meet the needs of their communities.

This year, the Library as a department received 13 Employee Recognition nominations across seven award categories. Nominations for these awards are made by employees for employees. As a department, a committee of senior team members moved five nominations forward for award consideration at the County level; we are pleased to share Franklin Library Staff won the Customer Service Award. In addition to the Library Board event on June 26, they will be recognized by County
Administration and Commissioners in June. HCL was pleased to select the Franklin Library Customer Service nomination as the winning department nomination as Franklin exemplifies a staff team willing to be flexible, passionate, culturally competent and resilient in a changing community.

The National Association of Counties (NACo) recently awarded Hennepin County a 2019 Achievement Award for the Library’s program “The John F. Glanton Collection” in the category of Libraries.

Hennepin County Library employee Sarah Garbis was featured on the Public Libraries Podcast to discuss Embedded Librarianship. She shared that librarians and community liaisons are working together to shape practices and extend programs and services for communities that experience the greatest barriers to library access.

In August, HCL will stop sending postal mail notifications. Most patrons use email or phone notification methods, but a small percentage receive library notification for holds and overdue items by postal mail. Mailing notifications costs approximately $20,000 a year in postage. In addition to cost, postal mail notification is inefficient and provides poor customer service, as patrons receive hold notices days later, sometimes after the hold has expired. Staff are respectfully working with patrons who may be negatively impacted by this change.

The conference committee process is beginning at the Capitol and library supporters are rallying to express the library community’s support for the Regional Library Basic System Support (RLBSS) and Regional Library Telecommunication Aid (RLTA) provisions in the House bill.

- The House targeted $3.6M and $4M RLBSS increases respectively over the next biennium.
- Funding increases at these levels would accompany an adjustment to the RLBSS formula.
- The boards of all 12 regional public library systems, including MELSA, have endorsed this funding level increase and formula change concept.
- RLBSS has not been increased since FY2009. Inflation and changing public service demands/expectations make securing an increase this biennium critical for regional library systems statewide.

Sheila Letscher moved that the Board provide a statement of support for Library funding; seconded by Erin Vrieze Daniels. Motion passed.

Committee Reports

Friends of Hennepin County Library – Erin Vrieze Daniels
Erin Vrieze Daniels shared FHCL has many events coming up that support the Library, including MnSpin artist showcases, Talk of the Stacks, and the newly announced 2019 – 2020 season of Pen Pals.

Unfinished Business
None.

New Business
None.
Adjourn

There being no further business, Adja K. Kaba made a motion to adjourn the meeting at 7:04 p.m.; seconded by Erin Vrieze Daniels. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, June 26, Ridgedale Library, Robert H. Rohlf Meeting Room, 12601 Ridgedale Drive, Minnetonka.

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Jonathan Gaw, Secretary
List of Donations Recently Received
As of June 11, 2019

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

Friends of Hennepin County Library Support - $292,500

Local Friends of Hennepin County Libraries Support - $16,814.97
- $460 for Augsburg Park Library: funded by Friends of Augsburg Park Library
- $2,370 for East Lake Library: funded by Friends of East Lake Library
- $3,959.97 for Excelsior Library: funded by Friends of Excelsior Library
- $1,535 for Hopkins Library: funded by Friends of Hopkins Library
- $30 for Minnetonka Library: funded by Friends of Minnetonka Library
- $650 for Nokomis Library: funded by Friends of Nokomis Library
- $965 for Penn Lake Library: funded by Friends of Penn Lake Library
- $285 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
- $5,000 for Rockford Road Library: funded by Friends of Rockford Road Library
- $360 for Roosevelt Library: funded by Friends of Roosevelt Library
- $1,200 for St. Anthony Library: funded by Friends of St. Anthony Library

Grand Total = $309,314.97
June 26, 2019

Library Board Commendation

COMMENDATION FOR Ken Behringer, MELSA Executive Director

Whereas, Ken Behringer has served as the Executive Director of the Metropolitan Library Service Agency (MELSA) since 2015, leading an alliance of over 100 public libraries in the seven-county Twin Cities metro area and promoting cooperation among its eight member library systems, including Hennepin County Library; and

Whereas, Mr. Behringer has supported public library service throughout the state of Minnesota during his career, having previously held administrative leadership roles at Great River Regional Library, MNLINK, and Dakota County Library, committed to the delivery of public service alongside many talented library staff members; and

Whereas, during his tenure at MELSA, Mr. Behringer supported the development of new and innovative library services in the metro area, including smARTpass, cloudLibrary, and MN Writes/MN Reads, increasing patron access to arts and cultural experiences, eBooks and local authors; and

Whereas, as President and Legislative Chair of the Minnesota Library Association, Mr. Behringer worked on legislative matters involving library system structure, library tax policy, telecommunication access funding, and public library operational funding at the state and local levels, continuously advocating for Minnesota’s public libraries; and

Whereas, over his library career, Mr. Behringer has supported library innovation and improved user experiences in libraries through ILS and RFID implementations, expansion of electronic databases and remote services, and the introduction of maker spaces and other user-focused technologies, evolving library services and helping patrons experience their library in new ways; and

Whereas, at MELSA, Mr. Behringer has been a trusted partner of Hennepin County Library, seeking collaboration and providing support and guidance, helping to strengthen both organizations; therefore

BE IT RESOLVED, that the Hennepin County Library Board formally acknowledges Ken Behringer for his commitment to public libraries and his many contributions to the profession, and extends congratulations and sincere best wishes upon his retirement.
2019 Employee Recognition Award Recipient Summaries

Administrator’s Award
Recognizes an individual or team who has exhibited outstanding commitment to achieving organizational goals.

Hennepin County Library department winner for the Administrator’s Award:
Community Embedded Library Service Initiative
Mary Dubbs, Sarah Garbis, Karina Kelton, Abshir Omar, Alison Waukau, Rebecca Wolf, and Sara Zettervall

Sarah Garbis nominated the Community Embedded Library Service (CELS) initiative for using a new model of staffing that brings library programs and services to a specific community in an intentional way. The model pairs librarians with local community liaisons to extend Hennepin County Library services directly to communities that experience barriers to library service. The goals of CELS work is to maximize local assets, build relationships for collective impact, and responsively shape library service in response to ongoing community input.

This nomination was selected as the winning department nomination because The Library’s Community Embedded Library Services Team has provided exceptional leadership for the Library and the County through their work implementing a new collaborative staffing model that partners staff with community members in order to address barriers and improve programs and services. Their work in specific communities in Hennepin County serves as a model for how the Library and County can effectively expand our reach, strengthen our impact, improve delivery of service and build trust by centering community expertise and involvement in our service design.

Charles M. Sprafka Leading the Way Award
Recognizes an individual or team who consistently models excellent leadership qualities in job performance, demonstrates responsiveness to the needs of the county, exemplifies the best of the county workforce, and has shown a strong commitment to public service.

Hennepin County Library nominee for the Charles M. Sprafka Award: Ger Moua

Suzie Stephenson nominated Ger Moua for the Charles M. Sprafka Excellence in leadership award for the passion she shares for her community and willingness to do the work that needs to get done to help community programming and staff succeed. Not only does she create wonderful youth programs for the community, but she is one of the most caring staff you'll meet, and extremely hardworking. She always steps up to challenges, even in the face of possible failure.
Customer Service Award
Recognizes an individual or team whose performance exemplifies the countywide competency of “customer focus,” displaying a consistent dedication to meeting and exceeding the needs of internal and/or external customers.

Hennepin County Library nominee for the Customer Service Award: Richard Harrington

Karen Westwood nominated Richard for the Customer Service Award. She shared that Rich’s patient and clear approach with Law Library Patrons combines skill, professionalism, and compassion while leaving patrons feeling heard and helped.

Hennepin County Library nominee for the Customer Service Award: Franklin Learning Center Staff
Milo Weil, Deqa Hassan, Jim Ruiz, Dominque Winders

Nancy Thornbury nominated the Franklin Learning Center staff for the Customer Service Award. The Franklin Learning Center team (FLC) staff provide friendly, welcoming, and helpful guidance to the diverse FLC adult learners (500+), volunteers (200+) and public who walk through the FLC space. The staff show great patience and kindness always trying their best to actively listen, respond and help with a "can do" attitude, as many of the learners who study with us struggle with their English literacy, communication, learning to live in an unfamiliar community from their faraway homelands, math (from basic addition to Algebra), computer skills and much more.

Hennepin County Library department and County winner for the Customer Service Award: Franklin Library Staff
Gwen Wasmund, James Leonardo, Kim Trinh-Sy, Nick Andrews, Emily Peabody, Rujia Abdi, Alex Riley, Sue Vos, Tucker Sprynczynatyk, Anisha Allen, Becky Wolf, Allison Waukau, Thorin Tatge

Jessica Shaykett nominated Franklin Library Staff for the Customer Service award. Franklin Library staff demonstrate exceptional customer service through their teamwork, flexibility, resiliency, cultural competency, and passion. Day in and day out, they go above and beyond in empowering patrons with the information and resources necessary to live an independent and self-fulfilling life.

The Franklin Library Staff Customer Service nomination was selected as the winning department nomination because it exemplifies a staff team willing to be flexible, passionate, culturally competent, and resilient in a changing community.

Hennepin County Library nominee for the Customer Service Award:
Patrons Experiencing Homelessness Advisory Group
Dillon Young, Chris Ruiz, Kate Coleman

Amy McNally nominated the Patrons Experiencing Homelessness Advisory Group for the Customer Service award. This leadership team from Minneapolis Central Library has formed and facilitated an
advisory group of patrons experiencing homelessness. Recommendations from the group have helped to make library spaces, services, and programming more inclusive and responsive to the needs of our residents who are experiencing homelessness and housing instability.

Diversity and Inclusion in Action
Salutes an individual or team effort that promotes diversity and encourages a climate of inclusion within the workplace, and exhibits a positive attitude toward providing services.

Hennepin County Library nominee for the Diversity and Inclusion in Action Award: **Christy Mulligan**

Ayanna Muata nominated Christy Mulligan for the Diversity and Inclusion in Action Award. She shared that Christy Mulligan has been instrumental in moving forward the work of race equity for HCL. Her regular open and honest engagement with our race equity team, her ongoing commitment to equity leadership, and her thoughtful continued coordination and execution of these efforts is something definitely to acknowledge and remark. It is clear that she, along with the others on our team take seriously the core value of diversity and inclusion in action.

Hennepin County Library department winner for the Diversity and Inclusion in Action Award: **Government Alliance on Race and Equity (GARE) Implementation Cohort**

Ayanna Muata, Tiffany Casey, Stephanie Steinwedel, Bethany Wagenaar, Janet Mills

Christy Mulligan nominated the GARE Implementation Cohort for the Diversity and Inclusion in Action Award. The cohort played a critical leadership role in our work to advance diversity, equity and inclusion work by leading and facilitating 4-hour introductory Advancing Racial Equity trainings for all Library supervisors, managers and senior leaders. Their successful work in developing and facilitating Advancing Racial Equity trainings resulted in measurable growth in Library supervisors' and managers' confidence in talking about race; understanding of the history of race and racism; ability to identify examples of individual, institutional and structural racism in our organization now; and, commitment to take action.

This nomination was selected as the winning department nomination because the Library's GARE Implementation Cohort has played a critical role in building a foundation and momentum for our work to advance racial equity and reduce disparities in the Library and County. Last year, this team worked to adapt GARE’s Advancing Racial Equity training for a Library audience and facilitated training sessions for 110 supervisors and managers. As leaders for this work, they embodied and exemplified what our core Diversity and Inclusion behaviors look like in action. Through brave, vulnerable and authentic facilitation and engagement, they effectively invited colleagues in to this work and built strong commitment for action and change.
Employee Engagement
Honors an individual or team that encourages and promotes an environment within the county where all employees are committed to the mission of the organization, motivated to do their best work, and choose to stay as a result of that commitment.

Hennepin County Library department winner for the Employee Engagement Award: Cheryl Bren

Maureen Millea Smith and the Edina Library Staff nominated Cheryl Breen for the Employee Engagement Award. They shared that Cheryl Bren’s ability to train employees, often people new to working in libraries, is outstanding. Before introducing them to duties, policies, and their colleagues, Cheryl wants to know their stories, their questions; in this way she engages employees by listening to them.

This nomination was selected as the winning department nomination because the nomination clearly highlighted the work Cheryl does every day to train employees and engage with them. The examples supplied emphasize how Cheryl cares about her work, her colleagues, and the patrons they all serve.

Innovation and Continuous Improvement Award
Salutes an individual or team that developed and implemented an improvement within the organization through innovation.

Hennepin County Library department winner for Innovation and Continuous Improvement Award: Automatic Renewal Implementation Team

Paula Baron, Susan Carr, Elizabeth Grant, Phil Feilmeyer, Michal Galajda, Bridget Harff, Samantha Jekot-Graham, Lauren Kewley, Marcia Logeais, Sharon McGlinn, Julia Sjoberg

Lauren Kewley and Samantha Jekot-Graham nominated the Automatic Renewal Implementation team for the Innovation and Continuous Improvement Award. Hennepin County Library implemented automatic renewals on January 1, 2018, to make it easier for patrons to manage their library accounts. Over 5 million items were automatically renewed through the first ten months, saving time and effort, reducing overdue fines assessed, and offering an increased level of patron service.

This nomination was selected as the winning department nomination because the cross-divisional team used an innovative approach to reduce barriers presented by fines, which can have an inequitable impact on access to library service. Automatic Renewal significantly lowered the time and effort required to manage library accounts and reduced the overdue fines assessed, keeping materials where they are most valued – in the hands of patrons. Given the significance of the change to the library’s service model, the team was highly successful in anticipating challenges, working to find solutions and communicating the changes effectively.
Hennepin County Library nominee for Innovation and Continuous Improvement Award:  
The Library Services Project Onboarding Team
Matthew Dahl, Katrina Dombrowsky, Susan Gleissner, Toni Miller, Becky Rech, Ruqia Abdi, Heidi Gjengdahl, Robert Reed, Jeannette Torkelson, Wyatt Fertig, Tammy Wallin

Wyatt Fertig nominated the Library Services Project Onboarding team for the Innovation and Continuous Improvement Award. The Library Services Project Onboarding Team utilized innovative human centered design practices in order to engage and interactively collaborate with over 75+ staff to create a responsive onboarding solution for new employees. Aside from staff having a greater familiarity with human centered design practices, the Library Services division will pilot, using similar methods, two significant improvements to its onboarding practices as a result of the project.

Hennepin County Library nominee for Innovation and Continuous Improvement Award:  
Seed Grant Initiative Project Managers
Anna Schwindt DeGroot and Stephanie Steinwedel

Kelli Koob nominated the project managers of the Seed Grant Initiative for the Innovation and Continuous Improvement Award. The Seed Grant Initiative supports innovative programs at Hennepin County Library by providing professional development, mentorship, and resources to staff with innovative ideas for reducing disparities. The Library Seed Grants project managers developed and implemented a transparent and inclusive process that empowers Library staff to build public programs and services from the ground up and provides the support necessary to implement ideas that are both responsive to community needs and reduce disparities.

Workforce Development Award
Recognizes an individual or team whose efforts exemplify our workforce development core value behaviors; working to recruit and engage employees for the benefit of both the individual and the organization.

Hennepin County Library department winner for the Workforce Development Award:  
Brian Madigan

Stephan Ellefson nominated Brian Madigan for the Workforce Development Award. They shared that Brian has shown a constant drive to improve their knowledge base of modern technology and how it interacts with the library system and uses that knowledge to train and help others. Leading by example, Brian, has shown that everything can be a learning laboratory and has always taken a corroborative approach to any and all learning. As a result, he continuously shows how working in this environment can be a wonderful place to grow and how either by word of mouth or in writing, spread the positive experience that everyone around him enjoys.
Executive Committee

Meeting Summary
The Library Board Executive Committee met Wednesday, June 5, Augsburg Park Library, meeting room.

Attendees
Committee members: Chair Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, and Sheila Letscher
Library Board members: Margy Ligon, and Samuel Neisen
Staff: Interim Library Director Janet Mills, Kristin Harley, Deborah Johnson and Nancy Palmer

Welcome and Call to Order
Chair Blauvelt called the meeting to order at 5:00 p.m. and welcomed attendees.

Approval of agenda and meeting summary
Sheila Letscher made a motion to approve the agenda; seconded by Jonathan Gaw. Motion passed.

Sheila Letscher made a motion to approve the March 19, 2019 meeting summary; seconded by Jonathan Gaw. Motion passed.

2020 Proposed Library Operating Budget and Capital Improvement Plan
Chair Blauvelt reminded the Committee the purpose of this discussion is to help prepare for a successful values based budget conversation at the next Library Board meeting. Interim Director Janet Mills reminded the committee that the Library Board’s role is to review and provide a recommendation of the operating budget.

Nancy Palmer reviewed preliminary 2020 Library operating budget documents and data. The Committee discussed their desire to review proposed addbacks at the June 26 Board meeting, the importance of using data to tell the Library’s story, the need for context regarding where we’ve been and where libraries are going in relation to data provided, fund balance clarification, and potential sources of funding to meet the 2020 operating budget request. The Committee made recommendations for how budget information should be presented at the June 26 Library Board meeting so that the full Board is able to hold strategic and values based budget discussions.

The Committee reviewed a draft of the capital improvement plan. In addition to discussions on budget, Interim Director Mills has been engaging staff in conversations about the maintenance needs of libraries in the system, and other challenges related to the capital budget. Library Board members are invited to attend the County Board Capital Budget meeting in support of the Library on July 8 at the Government Center. The Library Board does not provide a recommendation on the capital budget.
Library Board Goals and Agendas for Upcoming Meetings

The Committee reviewed agendas for the August Executive Committee meeting and the September and November Library Board meetings and agreed to maintain the schedule as set last year. The September and November dialogues will focus on technology. The Committee would like to have dialogues on fees and fines in 2020.

Next meeting

The next meeting of the Library Board Executive Committee is Wednesday, August 14, 2019, 5:30 p.m., Northeast Library, meeting room.

Adjourn

Jonathan Gaw made a motion to adjourn the meeting at 6:34 p.m.; seconded by Sheila Letscher. Motion passed.
Director Selection Process Committee

Meeting Summary
The Library Board Director Selection Process Committee met Wednesday, June 5, Augsburg Park Library, meeting room.

Attendees
Committee members: Chair Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, Sheila Letscher, Margy Ligon, and Samuel Nelson.
Staff: Interim Director Janet Mills, Kristin Harley, and Deborah Johnson.

Welcome and Call to Order
Chair Blauvelt called the meeting to order at 6:36 p.m. and welcomed attendees.

Approval of agenda and meeting summary
Sheila Letscher made a motion to approve the agenda; seconded by Jonathan Gaw. Motion passed.
Margy Ligon made a motion to approve the May 2, 2019 meeting summary; seconded by Jonathan Gaw. Motion passed.

Director Selection Process Committee Meeting Scheduling
Chair Blauvelt asked for a summary of the law passed and signed by the Governor. Deborah Johnson, Library Human Resources Manager, informed the Committee that new language had been added as an amendment to the existing statute. The Library Director statutory requirements now include education and experience are required for the position, and a preference would be given to those with library experience. The bill will go into effect on August 1, 2019. An MLIS degree is no longer mandated by the state for this position. Gaw noted Hennepin County is still able to require more of candidates, including a MLIS degree. Hennepin County Administration will be meeting in June to discuss the process of searching for Library Director candidates, to be shared with the Library Board once available. Hennepin County could begin recruitment immediately, but cannot hire until after August 1, 2019, when the law takes effect.

Pending Hennepin County Administration’s timing and action plan for the Library Director search, the committee discussed ways the Library Board could participate in the selection process. The committee stressed the need for transparency surrounding the process. Letscher and Blauvelt support using a national recruiting company to help find candidates that may not be currently job searching or located in Minnesota. Damsgard urged promotion from within, and for the Library to use succession planning as well as work to develop and grow current staff.
Chair Blauvelt suggested the Committee use future agendas to revisit the criteria determined last fall, discuss what engagement and transparency should like, hold a community engagement event, and post updated criteria for feedback.

Interim Director Mills reminded the Committee the Library Board does not currently have Clerk, and to consider how they may manage feedback as a part of their process.

The Committee selected Tuesday, August 13, and Wednesday, September 18, as tentative dates for future meetings, locations to be determined by availability and announced by staff with a preference to be given to locations the Board has not visited recently and are accessible by a diverse range of transit.

Next meeting
The next meeting of the Library Board Director Selection Process Committee will be held Tuesday, August 13, from 5:00 – 7:00 p.m., location to be announced.

Adjourn
Margy Ligon made a motion to adjourn the meeting at 7:00 p.m.; seconded by Sheila Letscher. Motion passed.
<table>
<thead>
<tr>
<th>Date</th>
<th>Action or Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 4</td>
<td><strong>Capital Budget Instructions</strong> sent to departments</td>
</tr>
<tr>
<td>March 18</td>
<td>Preliminary capital project descriptions (without cost estimates) are due to Facility Services</td>
</tr>
<tr>
<td>April 11</td>
<td>Operating Budget Instructions posted on <a href="http://example.com">Office of Budget and Finance (OBF) SharePoint site</a> on the intranet</td>
</tr>
<tr>
<td>May 3</td>
<td>Capital project descriptions (with cost estimates) returned to departments for final review/sign-off</td>
</tr>
<tr>
<td>May 24</td>
<td>Departments submit prioritized capital project requests to OBF</td>
</tr>
<tr>
<td>June 1</td>
<td>OBF compiles capital project requests into a preliminary Capital Improvement Projects and submits to County Administration and the Capital Budgeting Task Force (CBTF)</td>
</tr>
<tr>
<td>June 18</td>
<td>Cut-off for adjustments to 2019 Operating Budget</td>
</tr>
<tr>
<td>June - Sept</td>
<td>CBTF hearings and deliberations on 2020 Capital Budget (2020 - 2024 CIP)</td>
</tr>
<tr>
<td>June 28</td>
<td>Budget requests due to OBF. This includes entering requested budget in the Planning Analytics application</td>
</tr>
<tr>
<td>July 8</td>
<td>Planning Analytics application Requested Budget version closes and Proposed Budget version opens</td>
</tr>
<tr>
<td>July 26</td>
<td>Departments submit year-end revenue and expenditure forecast for 2019</td>
</tr>
<tr>
<td>July - early August</td>
<td>County Administration/OBF budget discussions with lines of business/departments</td>
</tr>
<tr>
<td>September 9</td>
<td>Planning Analytics application Proposed Budget version closes and Adopted Budget version opens</td>
</tr>
<tr>
<td>September 17</td>
<td>County Administrator submits 2020 proposed budget to the County Board</td>
</tr>
<tr>
<td>September 24</td>
<td>County Board adopts maximum 2020 property tax levy. Hennepin County Regional Railroad Authority (HCRRA) and the Hennepin County Housing and Redevelopment Authority (HCHRA) max levy approved by respective boards</td>
</tr>
<tr>
<td>Oct. – Nov.</td>
<td>2020 Budget Committee hearings (dates subject to board approval)</td>
</tr>
</tbody>
</table>
Mid-November   Truth-in-Taxation notices mailed

November 19    County Board holds public meeting to discuss budget and levy at 6:00 p.m.

November        Commissioner Amendments – 2020 budget (subject to board approval)

December 12     County Board approves 2020 budget and levy at regularly scheduled board meeting

December 20     Deadline for 2020 departmental budgets, as approved by the County Board, to be entered into the Planning Analytics application Approved Budget version. Application will be closed and made view only

**Note:** The dates shown above are tentative and subject to change
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. Library staff will partner with the Library Board if a special collection is to be considered for removal. Final decision for removal of a special collection rests with the 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**

**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 full Library Board reviews the revised policy and may move to adopt, defer action to the Library Board’s next meeting, or appoint a committee for further revision.

Policy History
Next Review Date: 2023
Date Approved: 2019 (anticipated)
# Upcoming Library Events as of June 20, 2019

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUNE</strong></td>
<td></td>
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<tr>
<td>Library Board Meeting</td>
<td>Wednesday</td>
<td>June 26</td>
<td>5:00-7:00 pm</td>
<td>Ridgedale Library, RHR 12601 Ridgedale Drive Minnetonka, MN 55305</td>
<td>Janet Mills</td>
</tr>
<tr>
<td>North Regional Library</td>
<td>Monday</td>
<td>July 1</td>
<td>6:00-8:00 pm</td>
<td>17524 Excelsior Blvd. Minnetonka, MN 55345</td>
<td>Janet Mills</td>
</tr>
<tr>
<td>Community Meeting</td>
<td>Monday</td>
<td>July 8</td>
<td>12:00 pm</td>
<td>Hennepin Co. Government Center, 24th floor County Board Room</td>
<td>Janet Mills</td>
</tr>
<tr>
<td>Capital Budget Task Force</td>
<td>Monday</td>
<td>July 8</td>
<td>12:00 pm</td>
<td>Oxboro Library 8801 Portland Ave. S. Bloomington, MN 55420</td>
<td>Janet Mills</td>
</tr>
<tr>
<td>Oxboro Library Reopens</td>
<td>Wednesday</td>
<td>July 10</td>
<td>12:00 pm</td>
<td>Oxboro Library 8801 Portland Ave. S. Bloomington, MN 55420</td>
<td>Janet Mills</td>
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<tr>
<td><strong>JULY</strong></td>
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<tr>
<td>Oxboro Library Reopening</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>Note – Library reopens at noon July 10</td>
<td>Janet Mills</td>
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<tr>
<td>Reopening Celebration</td>
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<td><strong>AUGUST</strong></td>
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<tr>
<td>Minnetonka Library Closing – Site work</td>
<td>Thursday</td>
<td>Aug. 1</td>
<td>N/A</td>
<td>Minnetonka Library 17524 Excelsior Blvd. Minnetonka, MN 55345</td>
<td>Janet Mills</td>
</tr>
<tr>
<td>Library Board Executive Committee Meeting</td>
<td>Wednesday</td>
<td>Aug. 14</td>
<td>5:30-7:00 pm</td>
<td>Northeast Library 2200 Central Ave. N.E. Minneapolis, MN 55418</td>
<td>Janet Mills</td>
</tr>
<tr>
<td>Hosmer Library Reopens</td>
<td>Thursday</td>
<td>Aug. 15</td>
<td>9:00 a.m.</td>
<td>Hosmer Library 347 E. 36th St. Minneapolis, MN 55408</td>
<td>Janet Mills</td>
</tr>
</tbody>
</table>

See [https://hclib.bibliocommons.com/events](https://hclib.bibliocommons.com/events) and [https://www.supporthclib.org/calendar-events](https://www.supporthclib.org/calendar-events) for details and additional offerings.

Meeting dates/times/locations are subject to change - please verify with staff contact.