

# HENNEPIN COUNTY

## LIBRARY BOARD




The public is welcome at all library board meetings.

### June 12, 2024, 5:30-7:30 p.m.

Ridgedale Library | Meeting Room 174 | 12601 Ridgedale Drive | Minnetonka, MN 55305

# Library Board Agenda

## POLICY COMMITTEE

1. Welcome and Call to Order
2. Attendance
-  3. Approval of Agenda\*
-  4. Approval of April 17, 2024, Meeting Minutes\*
5. Collection Development and Management Policy
  - i. Minn. Stat. § 134.51 (2024)
-  6. Adjourn\*

 \*Denotes board action item

### Library Board

Jessica Kraft, President | Lynn Stetler, Vice President | Amal Karim, Secretary | Gordy Aune, Jr. | Jane Brissett | Erin Carney | Xaiyo Chang | Briana Eicheldinger | Michael Hogan | Randy Klauk | Ashley Krohn

Library Director  
Scott Duimstra



# HENNEPIN COUNTY

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### Hennepin County Library Board Policy Committee

#### Meeting Summary

The Hennepin County Library Board Policy Committee met on April 17, 2024, at Ridgedale Library, Room 174, 12601 Ridgedale Drive, Minnetonka.

#### Attendees

**Committee Members Present:** Ashley Krohn (Chair), Gordy Aune, Jr., Erin Carney, Michael Hogan.

**Library Board Members Present:** Jane Brissett, Xaiyo Chang, Lynn Stetler.

**Hennepin County Staff:** Scott Duimstra, J.R. Genett, Amy McNally.

#### Call to Order

Chair Krohn called the Hennepin County Library Board Policy Committee Meeting of April 17, to order at 5:30 p.m. and welcomed all in attendance.

#### Attendance of Library Board Members

Library Board Clerk J.R. Genett took the roll call. The Board met the quorum with 4 committee members present.

#### Approval of Agenda

Motion: Gordy Aune, Jr.

Second: Michael Hogan

Motion passed.

#### Approval of February 21, 2024, Meeting Summary

Motion: Michael Hogan

Second: Gordy Aune, Jr.

Motion passed.

#### Library Board

Jane Brissett, President | Lynn Stetler, Vice President | Amal Karim, Secretary | Gordy Aune, Jr. | Erin Carney | Xaiyo Chang | Briana Eicheldinger | Michael Hogan | Randy Klauk | Jessica Kraft | Ashley Krohn

Library Director

Scott Duimstra



#### [Library Board Per Diem and Expense Policy](#)

Attendees discussed and endorsed a revised policy. The Committee Chair intends to present a revised policy to the full board on May 15, 2024.

#### [Reserving and Using Library Rooms Policy](#)

Attendees discussed and endorsed a revised policy. The Committee Chair intends to present a revised policy to the full board on May 15, 2024.

#### [Lending Policy](#)

Attendees discussed and endorsed a revised policy. The Committee Chair intends to present a revised policy to the full board on May 15, 2024.

#### [Adjourn](#)

There being no further business, Hogan made a motion to adjourn the meeting at 6:12 p.m.; seconded by Carney. Motion passed.

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Amal Karim, Secretary

## **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, including those viewpoints which have been historically underrepresented or excluded.

### **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 and other online services.

“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 or other online services.

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, other online services 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

- 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 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 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.

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 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 or other online services.

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. 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 or redefine a special collection, library staff would make a recommendation for its removal subject to the approval of 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] [Board](#)

### **Process**

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board. Upon completion of the review, the policy is revised or reaffirmed.

Policy History

Next Review Date: 1/2024

Last Reviewed/Revised Date: 1/22/20

Date Adopted: 1/22/20

Sec. 2. [134.51] ACCESS TO LIBRARY MATERIALS AND RIGHTS PROTECTED.

Subdivision 1. Book banning prohibited.

A public library must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys.

Subd. 2. Definitions.

(a) For purposes of this section, the terms defined in this subdivision have the meanings given.

(b) "Public library" means:

(1) a library that provides free access to all residents of a city or county, receives at least half of its financial support from public funds, and is organized under the provisions of this chapter, except that a library under this clause does not include libraries such as law, medical, or other libraries organized to serve a special group of persons and not the general public;

(2) a library jointly operated by a city and a school district under section 134.195;

(3) a school district or charter school library or media center under section 124D.991, including libraries operated by an intermediate school district or cooperative unit under section 123A.24, subdivision 2; or

(4) a public higher education institution library.

(c) "Governing body" means a group of persons that oversee the operations, budget, policies, and other administrative responsibilities of a regional public library system under section 134.20, subdivision 2; a multicounty, multitype library system under section 134.351, subdivision 4; a combination library under section 134.195, subdivision 7; a school library under section 124D.991, including libraries operated by an intermediate school district or cooperative unit under section 123A.24, subdivision 2; or any other public library under section 134.001, subdivision 2.

Subd. 3. Limitations.

(a) Nothing in this section limits a public library's authority to decline to purchase, lend, or shelve or to remove or restrict access to books or other materials legitimately based upon:

(1) practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;

(2) legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of books and materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or

(3) compliance with state or federal law.

(b) Nothing in this section impairs or limits the rights of a parent, guardian, or an adult student under section 120B.20.

**Subd. 4. Collection management.**

A governing body of a public library or any other public body with personnel authority for a public library may not discriminate against or discipline an employee for complying with this section.

**Subd. 5. Library materials policy.**

(a) A governing body of a public library must adopt a policy that establishes procedures for selection of, challenges to, and reconsideration of library materials in accordance with this section.

(b) The policy must not impair or limit the rights of a parent, guardian, or adult student under section 120B.20.

(c) The policy must establish that the procedures for selection and reconsideration will be administered by:

- (1) a licensed library media specialist under Minnesota Rules, part 8710.4550;
- (2) an individual with a master's degree in library science or library and information science; or
- (3) a professional librarian or a person trained in library collection management.

(d) Upon the completion of a content challenge or reconsideration process in accordance with the governing body's adopted policy, the governing body must submit a report of the challenge to the commissioner of education that includes:

- (1) the title, author, and other relevant identifying information about the material being challenged;
- (2) the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- (3) the result of the challenge or reconsideration request; and
- (4) accurate and timely information on who from the governing body the Department of Education may contact with questions or follow-up.