

**BYLAWS AND REGULATIONS  
OF THE ANOKA COUNTY LIBRARY**



**Anoka County**  
LIBRARY

Ideas, Information, Inspiration.

Administrative Offices  
707 County Rd 10 NE  
Blaine, MN 55434-2398

A MELSA Library

# INTRODUCTION

The Anoka County Library Board (“Library Board”) has previously established policies (“Bylaws”) setting forth the objectives and applicable to the management of the Anoka County Library (“Library”). The Library Board has the authority to adopt and amend the Bylaws pursuant to state law, Anoka County Board (“County Board”) policies, and the Memorandum of Understanding of Duties and Responsibilities Between Anoka County and the Anoka County Library Board dated October 28, 2014 (“2014 Memorandum”). The following Bylaws, as may be amended, will therefore guide the management of the Library.

## OUR MISSION

Anoka County Library...your connection to ideas, information, and inspiration.

## OUR VISION FOR THE FUTURE

Anoka County Library...your community hub. We are a nimble organization working to provide a wealth of resources and experience to enrich the lives of residents.

## OUR GOALS

**Access:** We will be creative in linking our communities to easily accessed resources

**Environment:** We will create safe and inviting virtual and physical library spaces.

**Resources:** We will meet the changing need of our communities.

**Visibility:** We will ensure that members of our communities understand how the library can enhance their lives.

**Sustainability:** We will plan, partner and provide for the future of our libraries.

# CHAPTER I – THE ANOKA COUNTY LIBRARY BOARD

## 1.1 Responsibilities

1.1.1 Library Boards in Minnesota have been created by state law to act as the governing, policy-making bodies of a library or library system. The Library Board represents the Library to the community and the community to the Library.

1.1.2 Memorandum of Agreement: The County Board and the Library Board have entered into the 2014 Memorandum, which defined mutually agree upon roles and responsibilities for the Library Board. The 2014 Memorandum is incorporated into these Bylaws and is included in its entirety in Appendix I.

## 1.2 Composition of the Library Board

1.2.1 The Library Board consists of seven members appointed by the Board of County Commissioners and a County Commissioner appointed to serve ex officio as a liaison between the Library Board and the Board of County Commissioners. By custom, the Commissioner Liaison also serves as the Anoka County representative to the Board of Trustees of the Metropolitan Library Service Agency (MELSA).

## 1.3 Bylaws

### 1.3.1 Officers

1.3.1.1 Election time: Officers of the Anoka County Library Board will be chosen at the regular January meeting and shall be as follows: President and Vice President.

1.3.1.2 Succession: An officer may succeed himself or herself, provided, however, that the President or Vice President may not serve more than three consecutive terms.

1.3.1.3 Duty of the President: The President of the Library Board shall preside at all meetings, perform the duties of a presiding officer, and represent the Library Board as appropriate.

1.3.1.4 Duty of Vice President: The Vice President will assume the duties of the President in his or her absence.

1.3.1.5 Secretary: A true and accurate record of board meetings as defined by the State Auditor's Statement of Position will be kept by a Secretary appointed by the Library Board at the regular January meeting. The minutes and other record of the Library Board will be kept on file at Library Support Services.

### 1.3.2 Committees

1.3.2.1 Committees and task forces for the study and investigation of special opportunities or conditions may be appointed by the President. Committees and task forces will serve until the completion of the work for which they were appointed.

### 1.3.3 Duties of Library Board Members

1.3.3.1 The powers and duties of the Library Board are described in Minnesota Statutes, Chapter 134. The 2014 Memorandum further defines Library Board duties and responsibilities. Those duties and responsibilities include:

1.3.3.1.1 Determine policy for the Library, including the type and extent of public services to be provided, hours of service, the materials selection policy and appropriate uses of the Library's buildings and public conduct in the libraries.

1.3.3.1.2 Determine policies and budget allocations for Library collections and materials.

1.3.3.1.3 Advise and set policy regarding programs available to the public.

1.3.3.1.4 Recommend staffing levels.

1.3.3.1.5 Submit operating budget and capital improvement plan recommendations.

1.3.3.1.6 Accept gifts and donations to the Library.

1.3.3.1.7 Determine allocations of MELSA funding.

- 1.3.3.1.8 Maintain the Bylaws, which will be applicable to questions regarding library collection, staffing, open hours, public programs, building operations, and other matters described herein.
- 1.3.3.1.9 Participate in the selection and supervision of a professionally qualified, experience and competent Director to administer the library (“Library Director”). The Library Board President and the County Administrator will evaluate and review the Library Director’s performance annually.
- 1.3.3.1.10 Determine goals and objectives for the Library and evaluate progress toward their realization and designate members to meet with representatives of the County Board a minimum of one time per year for the purpose of conducting strategic short- and long-term planning for the Library.
- 1.3.3.1.11 Study and support legislation which will enhance public library service in Anoka County and benefit users of public libraries generally.
- 1.3.3.1.12 Cooperate with other public officials and boards, and maintain relations with government officials and the general public.
- 1.3.3.1.13 Send to the County Board for approval all those items that require County Board approval pursuant to any County policy for consideration and final approval. These will be brought before the County Board through the County Board’s appointed liaison, the Library Director, or the Library Board President, as appropriate.

#### 1.4 Meetings of the Library Board

- 1.4.1 The Library Board will meet once each month to approve expenditures and conduct its business. Meeting dates for the year will be established at the regular January meeting. Should a conflict to the established regular meeting date later arise, the Library Board may reschedule its meeting to a date approved by a majority of the Library Board membership. Special meetings to conduct business may be called for a time and date set by the President or by a 4/7ths majority of the Library Board.

1.4.2 The public is welcome to attend any open meeting of the Library Board. Members of the public wishing to address the Library Board may do so during the Open Forum portion of the meetings. They will introduce themselves, indicate any relevant group affiliation and limit their comments to five minutes. At the end of the Open Forum, the Library Board will continue with the printed agenda.

## 1.5 **Offices/Location**

1.5.1 The address of the Library Board is 707 County Rd 10 NE, Blaine, MN (Library Support Services). All of its business will be conducted at this location. Regular meetings of the Library Board will be held at Library Support Services, unless another location is announced. Meetings are “public meetings.” To the extent required by law, notice of Library Board meetings will be posted on the principal bulletin board at Library Support Services.

## 1.6 **Rules of the Library Board**

1.6.1 Library Board meetings will be conducted by the President, using the latest edition of Robert’s Rules of Order as the rules for the conduct of the meeting.

1.6.2 A majority of the Library Board is a simple majority of those members present and voting. A quorum is necessary for conducting official business and will consist of a simple majority of those currently serving on the Library Board.

1.6.3 In the absence of the President and Vice-President, those present in the quorum will elect someone to chair the meeting.

1.6.4 Amendments: These Bylaws may be amended at any regular meeting of the Board. The proposed amendment or amendments must be submitted in writing at the previous meeting and submitted and voted upon at the next meeting, and approved by a majority of the Board membership.

1.6.5 Effect of Bylaws: These bylaws will yield only, in point of conflict, to legislation enacted by Minnesota Legislature and incorporated into Minnesota State Statutes.

## 1.7 **Limitations of the Board**

1.7.1 Personnel Selection: Permanent and part-time personnel will be selected and appointed by the Library Director as provided by the Anoka County

Personnel Rules and Regulations (including adherence to the Equal Opportunity Employment and Affirmative Action Policies).

- 1.7.2 Financial Gain Prohibited: No member of the Library Board or Library staff shall use the resources, business, finances and contracts of the Library for personal use or profit provided that library materials and resources may be used to the extent and on the same terms as they are available to the general public.
- 1.7.3 Terms of Office: Members are appointed for three year terms. As provided in MN Statutes 134.09, subdivision 2, members are limited to not more than three consecutive terms plus any portion of an unexpired term to which they are appointed.
- 1.7.4 Reimbursement of Board: The Library Board may, pursuant to Minnesota Statutes, receive reimbursement for expenses incurred in attending meetings and travel representing the Library. The method, and amount, of payment will be determined by the County Board.
- 1.7.5 Liability: Minnesota Statutes Chapter 466 authorizes Anoka County to defend, save harmless, and indemnify any of its officers and employees (including Library Board members) from lawsuits which might be brought against them for their alleged acts or omissions occurring in the performance of their duties. The Anoka County Employee Liability Indemnification Plan is the document which sets forth the circumstances in which an employee will be covered, the amount and type of coverage, as well as the exclusions and exceptions to coverage. A library employee or Library Board member will promptly file a report about any occurrence that could result in legal action against Anoka County or the Library.

## 1.8 Oath of Office

- 1.8.1 As prescribed in Minnesota Statute 358.05 and 358.11 and the Constitution of the State of Minnesota, Article V, section 6, Library Board Members, upon assuming office, will be required to subscribe to the following Oath of Office:

“I, (insert name), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the Office of Board Member of the Anoka County Library Board to the best of my judgment and ability”.

Such oath of office is to be signed, filed (with the Office of Property Records) and administered by the Secretary of the Library Board in his/her capacity as Notary Public.

1.9 **Adoption**

These Bylaws will be in force upon adoption by the Library Board.

Date of Adoption \_\_\_\_\_

Certified by:

s/s Bonnie Dishon, Secretary

s/s President

## **CHAPTER II – DUTIES OF THE LIBRARY DIRECTOR**

- 2.1 Appointment: The Library Director is appointed and serves pursuant to the 2014 Memorandum and the provisions of any written or verbal agreement of employment as may be entered into.
- 2.2 The Library Director will be the executive officer of the Library Board and the Department Head of the Library. The Director will have the sole charge of the management and administration of the Library under the direction, supervision and review of the County Administrator and Library Board President.
- 2.3 The Director will be the appointing authority for the Library staff under the provisions of the Anoka County Personnel Rules and Regulations.
- 2.4 The Director will be held responsible for the daily care of the buildings and equipment, for the employment and direction of the staff under Anoka County Personnel Rules and Regulations, for the completeness and efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the approved annual budget.
- 2.5 The Director, as an Anoka County department head, is responsible for working with other county departments and following all pertinent Anoka County policies.
- 2.6 The Director will attend all Library Board meetings unless excused for approved leave.

## **CHAPTER III – PERSONNEL**

### **3.1 Personnel**

- 3.1.1 Library personnel are employees of the Anoka County Board of Commissioners. The Employee Relations Department is organized per Minnesota Statute 375.56 which allows for the establishment of County personnel systems. The Personnel Rules and Regulations in the latest revision adopted by the Anoka County Board of County Commissioners are hereby incorporated into and become Library Board policy. The Library Board will follow those procedures.
- 3.1.2 Recruitment of personnel and administration of the County personnel program is the responsibility of the Employee Relations Department.
- 3.1.3 As part of Anoka County, the Library is an affirmative Action/Equal Opportunity Employer and subscribes to those principals.

### **3.2 Staff Recognition upon Retirement / Separation**

- 3.2.1 Upon the retirement or resignation from the Anoka County Library by a staff member with ten or more years of service, the Library Board (through the Library Director's office) will provide recognition to the staff member as follows:
  - 3.2.1.1 Library Management will notify the County's Employee Relations Department so that a county plaque may be provided when the staff member has ten or more years of service. As provided by the County Personnel Rules, the Library administration will provide for suitable presentation of that plaque. (Staff members with more than 20 years of service may have their plaque presented by their County Commissioner if they arrange the presentation in advance through the Library Director.)
  - 3.2.1.2 The Library Board may, at its expense, also provide a suitable recognition/appreciation award in the form of a plaque (if no County plaque is presented) or a suitable award (of similar value) with the name of the person, the Library Board and the occasion engraved.
  - 3.2.1.3 The Library Board may provide a cake or similar refreshment for a retirement or separation reception at an appropriate time when the Library Staff, the Library Board, County Staff, officials and/or

the public may be invited to honor the individual at this event (as provided in Anoka County Personnel Rules and Regulations.)

- 3.2.1.4 The Library Director is authorized to approve the use of Library Meeting Rooms for the recognition event as an official library function, including priority in reserving the room and permission to use the room after the regularly scheduled hours if needed.
- 3.2.1.5 Library staff (co-workers) may plan additional activities or recognition for any departing staff member, at their own expense and on their own time.

## CHAPTER IV – DEVELOPMENT OF THE LIBRARY COLLECTION

- 4.1 Purpose: The purpose of the Anoka County Library's Collection Development policy is to guide its staff and to inform the public about the principles upon which selections are made. The policy provides staff the goals and guidelines to assist in choosing from a vast array of available materials and then relies upon staff judgment to responsibly execute its intent. Library staff build and maintain a patron-focused collection by anticipating and responding to community needs and expectations. Specific procedures for the collection are contained in the Library's Collection Development Manual.
- 4.2 Library Bill of Rights: The Anoka County Library Board adopts the principles of the Library Bill of Rights as the foundation for its policy on the development of the Library collection and will uphold the tenets of the "Freedom to Read." (See Appendix II for Freedom to Read statement). The Anoka County Library, as a member of the American Library Association, affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.
- 4.2.1 Library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 4.2.2 Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 4.2.3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4.2.4 Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- 4.2.5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 4.2.6 Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. (Library Bill of Rights, 1996 Edition (See Also: "The Freedom to Read" Statement - Appendix II)

### 4.3 Data Privacy

The Library, in the belief that all persons have the right, under the constitutions of the United States and the State of Minnesota, to read freely and use materials without restraint or fear of reprisals, shall maintain the records that identify materials used by borrowers as provided by the Minnesota Data Practices Act and other applicable law. The information contained thereon shall not be released to individuals or agencies except as permitted or as required by law.

#### **4.4 Use of the Library's Materials**

- 4.4.1 Purpose of access: Library materials are available for free use to all visitors of Anoka County Library. As per Minnesota Statute 134.001, Subdivision 2, patrons who are eligible for, or possess a valid Anoka County Library card, may check out library materials free of charge, restricted only by necessary circulation rules. Minnesota residents have free access to the Library's collection with a valid library card.
- 4.4.2 Access to services: Anoka County Library has the responsibility to serve all the residents of its community. The Library strives to make its limited collection and services freely accessible and fill the educational, recreational, cultural and informational needs of our patrons. It hereby adopts the philosophy that a public library will not abridge what an individual may read, see or hear. All materials will be accessible to the public, subject to circulation rules adopted by the Library Board. No rule will be established which would allow preferential use of library materials for any group or class of user or which limits the use of materials by any group or class of users
- 4.4.3 Interlibrary loan: Materials not owned by the Library will be promptly requested from other libraries through statewide and national library sources. The Library will seek to broaden these sources through agreements with other libraries and groups of libraries.
- 4.4.4 Use of unowned materials: The Library will not permanently house material owned by others. It may use those materials for display or under the terms of a specific contract in order to gain access to material which would benefit the general public.
- 4.4.5 Definition of collection: The Library collection may include materials in print, non-print or electronic format. The collection is defined as: all items of material acquired for Library purposes by purchase, gift, lease or long term loan and for which the Library acquires the rights of access and/or ownership.

- 4.4.6 Children's Reading: The responsibility for the selection of material by and for children from the Library rests with their parents or guardians. Parents and guardians are encouraged to help their children select materials and to guide those selections according to their individual values. Inclusion of materials in the collection will not be inhibited by the possibility that materials may come into the possession of children.
- 4.5 Controversial Materials: Anoka County Library recognizes that some Library materials might be controversial and that certain items may be offensive to some patrons. The selection of materials will be based upon the merits of the work when taken as a whole and upon its ability to enhance and broaden the Library collection and the Library's ability to serve the needs of all its patrons.
- 4.6 Labeling: To promote general availability of Library materials, they will not be specially labeled or shelved separately, marked or identified to show disapproval of the contents, or sequestered except to protect from injury or theft.
- 4.7 Reconsideration of Materials: The Library Board recognizes that a patron may have a concern about controversial materials. In those cases, a patron may request reconsideration.
- 4.7.1 Patron concerns: A patron who has concerns with Library materials may complete a "Request for Reconsideration of Library Material" form (see Appendix IIA). Staff will provide a written response within five business days of receipt.
- 4.7.2 Conference with Library Director: A patron who is not satisfied with the Library response may schedule a conference with the Library Director to discuss the material in detail. The Director will summarize the conference (see Appendix IIB), render a written decision within 15 days concerning the retention or removal of the material, and forward such decision to the patron and the Library Board.
- 4.7.3 Library Board hearing: In the event a patron is not satisfied with the decision of the Library Director, the patron may request to appear before the Library Board to present his/her concerns at a regularly scheduled meeting. The Library Board will consider the patron's concerns along with the Director's rationale and render its decision. The patron will be provided with notification of the decision and the decision will be entered into Library Board minutes.
- 4.8 **Guidelines for the Selection and De-selection of Materials**
- 4.8.1 Recommendation for Purchases: The Library welcomes suggestions for purchase from community members. Recommendations to purchase materials will be given prompt consideration. A reliable review or staff

research on the item will generally be conducted before a decision is made to purchase the material for the Library collection.

- 4.8.2 Mix of materials: The Library recognizes an obligation to make available a wide variety of materials for general education, recreation, culture and information. The Library will provide a representative sampling of experimental and ephemeral materials.
- 4.8.3 Subject completeness: In order to maximize the materials budget, the Library will typically not acquire all materials on any given subject; instead the Library will seek to provide access to those materials not selected for the collection through interlibrary loan as needed.
- 4.8.4 Research materials: The Library, in cooperation with other library organizations, provides a number of access points for research, including both print and electronic materials.
- 4.8.5 General interest: Materials, including textbooks, legal texts, and medical books that serve the interest of the general public, may be purchased.
- 4.8.6 De-selection: Materials are routinely de-selected from the collection to maintain the collection's usefulness, currency, and relevance and to provide space for new Library materials or other uses. De-selected materials may be sold or otherwise disposed of as permitted by law.

#### **4.9 Responsibility for the Selection of Library Materials**

- 4.9.1 Library Director: The ultimate responsibility for selection of library materials, as for all library activities, rests with the Library Director who will operate within the policies adopted by the Library Board. The Library Director will assign selection responsibility to qualified staff, working under the supervision of the Collection Strategies Manager.
- 4.9.2 Budget for Materials: The allocation of budgeted funds for types of materials and subject areas is approved annually by the Library Director upon the recommendation of the Collection Strategies Manager. Community needs will be the primary consideration.
- 4.9.3 Materials Selection Personnel: Under the direction of the Collection Strategies Manager, personnel in charge of selecting materials are assigned the responsibility for maintaining the collection, within the allocations of the budget, subject to the review and approval of the Library director.

4.9.4 Professional judgment: In applying professional judgment to selection, Library staff will follow these best practices:

- Handle all requests equitably;
- Understand and respond to Anoka County demographics and needs, as well as the societal and technological environment;
- Recognize that materials of varying complexity and format are necessary to serve all members of the community;
- Anticipated approval or disapproval by persons or groups will not determine selection;
- Balance individual and community needs;
- Seek continuous improvement through ongoing measurement.

## **CHAPTER V - PUBLIC SERVICES**

Purpose: Anoka County Library seeks to provide comprehensive, effective, and cost-efficient library services to all residents of Anoka County and to those others who may visit or work within the county.

### **5.1 Resident and Non Resident Borrowers**

The following shall be the requirements for issuing library cards for use within Anoka County Library:

5.1.1 Anoka County Library cards shall be issued without charge to all persons who live in or own property in the Anoka County Library District (the Library District is all of Anoka County except the city of Columbia Heights). The Library will require persons to present identification to verify their name and address at the time of registration and thereafter on a periodic basis.

5.1.1.1 Individuals who are unable to provide current verification of address will be issued a library card which restricts borrowing privileges. Once verification of name and current address are provided, a regular library card will be issued.

5.1.2 Residents of other Minnesota library districts may use the Anoka County Library as provided by the MELSA Agreement and the Minnesota Statewide Borrowers Compact. A valid library card issued from their local public library will be required. Loans will be made under the regulations stated in these agreements.

5.1.3 Non-residents not qualified by the above factors may obtain a library card and may borrow materials upon payment of an annual non-resident fee. The fee will be the same as that adopted by MELSA.

5.1.4 All registered borrowers, whether resident or non-resident, are provided with the same level of service, except as provided within contractual agreements with vendors or other service providers. Other, specialized services may be designated as limited to residents should the Library Board so determine.

5.1.5 An organizational library card may be issued to an organization such as a day-care center, school, etc. if the application criteria is met. Organizational library cards are renewed every two years.

### **5.2 Outreach Services**

Upon request, outreach services will be provided to persons residing within Anoka County who are unable to travel to the Library, enter a building, carry materials

home with them, or who are otherwise unable to use the Library. Library Outreach staff will validate individual eligibility. Library Outreach staff may also place rotating deposit collections in nursing homes and other facilities upon agreement with the facility.

### **5.3 Volunteers**

Volunteers are recruited, selected, and trained to assist in identified tasks that support library services to Anoka County Library patrons. Volunteers do not replace staff; they free up staff time for completion of higher level tasks. The use of volunteers in appropriate, meaningful positions acknowledges the Library's commitment to managing all available resources as effectively as possible.

There are two groups of volunteers in Anoka County Library: Volunteers are persons 18 years or older and Volunteens are youth ages 12 -17. Volunteers fill out an application form, go through a screening process and background check and, once accepted, are assigned duties that fit with their abilities. Volunteens fill out an application and a parental permission form and are assigned to work with children's librarians. Volunteers and Volunteens are an important asset to the Library.

### **5.4 External Groups**

The Library Board values independent groups such as the Anoka County Friends of the Library-that are established to support and benefit the Library. Such groups are established independently from the Library but work with a designated staff member to establish goals to ensure that the group's work promotes the goals and policies established by the Library Board and Anoka County Board of Commissioners.

### **5.5 Technology**

Using community input, the Library will determine the need, costs and benefits of new technologies. New technologies that support the Library's mission will be provided when the budget allows.

### **5.6 Access to the Internet**

Right of Access: Anoka County Library's mission includes the provision of reliable and easily accessible information to the community. The Library collects a variety of materials to make such information available, and affirms that useful and reliable information is available on the Internet. Anoka County Library provides access to the Internet at all Library locations; the electronic resources found on the Internet augment traditional library collections. The Library affirms the right of every individual to access constitutionally protected material on the Internet. The Library

also supports the right to privacy and confidentiality of library users in accordance with the Minnesota Government Data Practices Act.

**Compliance with Law:** Anoka County Library, in compliance with the federal Children's Internet Protection Act (CIPA), applies a technology protection measure, commonly referred to as a filter. CIPA was designed by Congress to enforce Internet safety by protecting against access to visual depictions of child pornography, obscenity and material harmful to minors. No filter product is perfect, however, nor are they capable of keeping every harmful or offensive Internet site from computer screens. The Library's use of filters does not change parental responsibility to monitor their children's Internet use. Adult users, defined here as age 17 or older, as required by the law, may request and receive non-filtered Internet access.

Anoka County Library also complies with all applicable state laws and regulations including those governing obscenity, child pornography, and materials harmful to minors. Individuals who engage in unlawful conduct or do not follow Library policy in use of the Internet will have their Library Internet privileges revoked.

**Liability:** Anoka County Library is not liable for any direct, indirect, or consequential damages related to the use of online information transmitted or accessed through the library's Internet connection.

## **5.7 Bulletin Boards, Exhibits and Distribution of Materials at Anoka County Library**

Anoka County Library will provide the public with a variety of attractive and informative postings, exhibits and handouts as a way of enhancing community understanding and knowledge through their educational and cultural content. Some bulletin boards, literature racks, countertops, and tables are reserved for the exclusive use by the Library to post and distribute materials

- about Library services, programs, and events;
- from the Friends of Anoka County Library; and
- from other governmental entities such as local cities, Anoka County, and the state and federal governments.

### **5.7.1 Bulletin Boards and Distribution Space**

**Bulletin Boards:** Material posted on public bulletin boards must have a general community interest. Space is given to nonprofit organizations on a first-come, first serve basis and items not related to a specific, dated event will be regularly removed to make space for as many groups as possible. Materials larger than 8.5x11 will be posted if space is available.

**Posting:** All posting and placement of materials in distribution areas shall be done by Library staff. Materials left for posting or distribution without

authorization from the Library will be discarded. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned. The following may not be posted or distributed at the Library:

- College and university catalogs
- Sale fliers
- Lost and Found notices
- Free newspapers and similar publications
- Religious tracts
- Petitions
- Boxes soliciting monetary donations

### 5.7.2 Exhibits

**Application Process:** An application and contract will be provided by Anoka County Library to persons or groups that want to use Library exhibit space. If the application is recommended for approval by the Building Manager, it will be forwarded to the Assistant Director's Office for review and signature. An exhibits contract must be signed by an adult Anoka County resident in advance of the placement of the exhibit. Exhibits are welcomed from young adults when the parent/guardian co-signs the agreement with them. Approved community exhibits are generally on display 4 to 6 weeks.

#### 5.7.2.1 Priorities for exhibits:

First: Anoka County Library sponsored exhibit (regardless of other published regulations for time or space).

Second: Exhibits specifically related to Anoka County.

Third: Exhibits of a general informative nature that otherwise fit this policy.

5.7.2.2 **Rejection of Exhibits:** The Director and/or Library Board will reject any exhibit regardless of subject content or intent if deemed unsuitable or not in keeping with the character of the Library and its services to all customers regardless of age, culture or religious background.

## 5.8 Loan Policies

The loan period for the Library's circulating materials shall be determined by the Library Board and reviewed annually. Loan periods shall be as generous as possible yet consistent with the need to secure the prompt return of materials so that they may be used by other borrowers.

The current loan periods are contained in Appendix III.

## 5.9 **Fines, Fees and Charges**

The Anoka County Library Board shall annually review, recommend to the Anoka County Board of Commissioners, and publish a schedule of fines and fees that may include: fines for overdue materials, video rental fees, and charges for other services as shall be deemed necessary. Overdue fines will be charged for the express purpose of encouraging the prompt return of materials so that access to such items is enhanced for other borrowers. Overdue charges may include collection fees and revenue recapture if a borrower's account is referred to a collection agency or another Anoka County department due to non-return of materials. Fees and charges will be reviewed at least annually. Recommended changes will be referred to the Anoka County Board of Commissioners for its consideration at its semi-annual fee review hearing.

The current schedule of fines and fees is contained in Appendix III.

## 5.10 **Public Service Hours**

The Library Board shall determine the open hours and days of the Library. It shall provide the longest and most convenient schedule that is consistent with the ability of the annual budget to support adequate staff and services. Hours and closed days shall be reviewed at least annually prior to November 1.

## CHAPTER VI - LIBRARY BUILDINGS AND GROUNDS

### 6.1 Library Building Ownership, Construction, and Management

Ownership, construction, and management of Library buildings will be in accordance with state law and the Memorandum of Agreement.

### 6.2 Locations of Library Buildings

#### 6.2.1 Location within County

Library buildings will generally be located to serve areas of the County without regard to the boundaries of cities or townships.

#### 6.2.2 Collaborative Space

Anoka County Library will actively seek opportunities to cooperate and collaborate with other governmental, nonprofit, and for profit organizations for the purpose of enhancing library services within the County. In doing so, the Library will seek to protect the interests of Library patrons by ensuring continued access to quality and variety of materials.

### 6.3 Rules for Use of Buildings and Property

**The rules for use of Anoka County Library buildings are in addition and subordinate to state statutes or city and/or County ordinances pertaining to public conduct or criminal action.**

#### 6.3.1 Right to Use Library Buildings

It is the policy of the Library Board that all people who seek to use the Library's services, materials, and facilities are treated equally and with respect. Every individual has the right to use the Library without being unduly disturbed and every library employee has the right to work without undue interference. All library users and employees should be free of any threat of harm, invasion of property, or harassment.

#### 6.3.2 Rules for Use of Library Buildings

The Library Board of the Anoka County Library does adopt and publish the rules and regulations listed in Appendix IV, *Rules for Use of Buildings* (the Rules), which shall apply to all the buildings and grounds operated by the Anoka County Library. The Rules will be posted in each building. Library staff will inform patrons and others of the Rules as necessary, will enforce them as appropriate, with the assistance of law enforcement as required.

#### 6.3.3 Consequences for Failure to Follow Rules

Failure to observe these rules may lead to revocation of Library privileges, including the right to visit the buildings and grounds. Persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing. Anyone wishing to appeal their loss of library privileges may submit an appeal in writing to the Library Director.

## 6.4 Children in Anoka County Library Buildings

Anoka County Library enthusiastically welcomes children of all ages, as well as their parents and caregivers. In all situations, parents or designated caregivers are responsible for their children's safety and behavior while in an Anoka County Library.

### 6.4.1 Contacting Authorities

If a parent or caregiver is unavailable when a child misbehaves or if staff has determined that the unattended child is vulnerable, the appropriate authorities will be contacted. Library staff will use their best judgment and discretion in determining whether or not an unattended child is vulnerable.

#### Definitions

- An *unattended child* is any young person using a library facility unaccompanied by a responsible adult or left alone in one part of a library while the adult is in another.
- A *vulnerable child* is an unattended child whose safety or well-being could be endangered either in the building, or if they were to leave.

6.4.2 Unattended children who repeatedly misbehave may be required to leave the Library building if a reasonable person would determine that their departure from the building does not make them vulnerable.

## 6.5 Security Cameras

Anoka County Library strives to provide a safe, secure, and welcoming environment for the benefit of residents seeking library services and the safety of its staff. Security cameras may be used to assist in reaching this goal.

### 6.5.1 Security Camera Use

Selected areas of library premises are equipped with security camera systems which are used for the protection and safety of customers, staff and property.

### 6.5.2 Signage Regarding Cameras

Signs will be posted at the entrances of libraries where security cameras are in use.

### 6.5.3 Placement of Security Cameras

Reasonable efforts will be made to safeguard the privacy of customers and staff. Security cameras will not be positioned in areas where there is reasonable expectation of personal privacy, such as restrooms. Security cameras will be positioned only in those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera location or position will not be changed or added without the permission of the Library Director.

### 6.5.4 Monitoring and Enforcement

Live video feeds may be monitored by staff during the course of their regular duties of managing activity in library buildings and on the grounds. Staff observing violations of library policy or law will follow established policies and procedures in reporting these violations.

### 6.5.5 Illegal Activities and Rule Infractions

Illegal activities include, but are not limited to: acts of vandalism, theft, physical abuse, public endangerment or mischief. Such acts will result in notification of law enforcement officials. The *Rules for Use of Buildings* specify other behaviors that are not acceptable in Library buildings and may result in loss of library privileges if observed.

6.5.6 Staff violations of established policy or law may result in disciplinary action up to and including termination of employment.

## 6.6 **Parking**

Parking facilities are provided for library purposes. Vehicles parked during closed hours or for non-library purposes will be tagged with a warning. Vehicles that remain parked after a warning is given shall be deemed a public nuisance and the vehicle may be towed at the owner's expense.

## 6.7 **Display of Flags at Library Buildings**

In recognition of its role as a public agency and a subdivision of the State of Minnesota, the Anoka County Library will properly display the flag of the United States and the State of Minnesota at its owned buildings where flag staffs are provided. The flag display will be consistent with accepted flag etiquette and applicable statutes.

## 6.8 **Meeting Rooms**

- 6.8.1 Meeting rooms are provided at some of the Anoka County Library buildings. The primary purpose of these rooms is to support the Library and its programs.
- 6.8.2 Meeting Room Use  
Library staff will encourage the frequent use of the rooms. The number of people in attendance may not exceed the stated capacity of the room. When not in use for Library purposes, the rooms will be available for use by Anoka County individuals and groups for appropriate, lawful purposes except:  
Any purpose which disturbs the normal use of the Library and its functions, commercial purposes or functions.
- 6.8.3 Hours of Availability  
Meeting rooms will be available at no charge for use during the scheduled public service hours of the Library buildings.
- 6.8.4 Scheduling  
Meeting rooms may be scheduled online or by calling the library where the meeting room is located up to 60 days in advance. Scheduling is done on a first-come, first-served basis. When requests overlap or conflict, priority will be given to Library needs, governmental functions, and educational functions. In the interest of making rooms available to as many different users as possible, the Library may limit the frequency with which any group or individual may use the facilities. Impromptu use of meeting rooms will be allowed if they have not been previously scheduled.
- 6.8.5 Approval  
All uses are subject to approval by building managers. Decisions may be appealed to the Library Director through the Assistant Director. Approval to use the library meeting room does not constitute an endorsement by the Library of any beliefs, policies, information, or programs of the user. The Library reserves the right to deny or terminate the use of a meeting room as a result of damage or disorderly conduct, following a warning from a Library staff member.
- 6.8.6 Storage  
Anoka County Library will not provide space to store property not owned by the Library and may not be used as an address or as the headquarters for any group.
- 6.8.7 Responsibility  
Anoka County Library will not be responsible for accidents, injury or loss of individual property that occurs during use of the Library's meeting rooms.

**SEE APPENDIX V FOR – MEETING ROOM RESERVATION AND USE PROCEDURES  
AGREEMENT TO USE LIBRARY MEETING ROOMS  
MEETING ROOM RESERVATION FORM  
MEETING ROOM REQUEST FOR APPEAL**

**6.8.8 Conference Rooms**

Conference Rooms are provided at some locations. These rooms may be used for any appropriate non-commercial use on a first-come, first-served basis. Use is limited to one hour at a time if others are waiting. The rooms are available during scheduled library hours following the same policies as the library meeting rooms.

## **Chapter VII - GIFTS**

Anoka County Library will accept gifts that enhance the ability of the library to fulfill its mission. All gifts offered must be formally approved in compliance with this policy. All gifts valued over \$5,000 must receive final approval by the Anoka County Board of Commissioners.

### **7.1 Gifts of Library Materials**

- 7.1.1 The Library accepts and encourages gifts of funds and Library materials. Library materials are defined as books, media, downloadable content or other items which may be circulated to Library patrons. All gifts of materials are accepted without commitments as to final disposition, and they are evaluated, accessioned or disposed of in accordance with the criteria utilized in this policy manual in Chapter V – Development of the Library Collection.
- 7.1.2 The Library will not assign a value to donated gift materials. However, the Library will make available to patrons a receipt for recording the quantity of donated materials.
- 7.1.3 Suggestions of specific titles or subjects are welcomed when funds are given but the final decision, based on the Library collection and selection policies, rests with the Library. Conditions that limit access to materials or their use may not be imposed upon materials included in the collection.
- 7.1.4 The Library does not assume the responsibility for replacing worn or lost copies of gift titles nor for purchasing new or revised editions of titles which were originally donated as gifts.

### **7.2 Gifts of Equipment or Furnishings**

- 7.2.1 The Library accepts and encourages gifts of money to purchase needed Library equipment or furnishings, or gifts of the items themselves. The Library staff will provide the donor with suggestions of needed items upon request. Gifts of money for specific furnishings or Library equipment, and other items are subject to the same principles that would govern the Library's purchase of these items.
- 7.2.2 An appropriate gift plate or plaque may be provided, when requested, to acknowledge the gift.
- 7.2.3 When accepted, all equipment or furnishings become the property of Anoka County to be used solely at the discretion of the Anoka County

Library Board consistent with statute. Conditions may not be imposed upon their acceptance without the specific agreement of the Library Board at the time the gift is made.

### 7.3 Gifts of Art

Anoka County Library does not actively solicit art donations but will accept those donations that enhance its mission. The Anoka County Library Board will have final responsibility for acceptance of all art donations that are valued up to \$5,000.

7.3.1 Donations of art objects will be referred to a committee comprised of the Library Director, a Branch Manager, and up to three others appointed by the President of the Library Board (the “Art Committee”). Appropriate professionals may be consulted. The Art Committee will evaluate and recommend the acceptance or non-acceptance of objects and gifts of art.

7.3.2 The Library will acknowledge final acceptance and conveyance of a donation(s) of an art object after the work of art is in the Library’s physical possession and the Art Committee’s recommendation to accept the donation has been ratified by the appropriate Board.

7.3.3 The general guidelines for acceptance are:

- The object must be in good condition.
- The donor must accept the possibility that the item will not always be on exhibit.
- The owner must have clear title to the object.
- The Library must be in a position to care properly for the object.
- Space must be available for proper display.
- The object will enhance the appearance of the facility.
- The donation must be free from donor-imposed restrictions.
- All donations are accepted in strict adherence to IRS regulations.
- The monetary value must be determined before transfer of title.
- No donations of an art object will be encumbered by less than full literary rights, property rights, copyrights, patents or trademarks, or by obscene or physically hazardous attributes.

7.3.4 The actual transfer shall be accomplished by a gift agreement between the parties.

- 7.3.5 The art object will be displayed in a location where it best enhances the Library's mission. An appropriate gift plate or plaque may be provided recognizing the donation.
- 7.3.6 A consensus of the current Art Committee will determine when an item is to be de-accessioned. Final approval of the Anoka County Board of Commissioners will be obtained for de-accessioning those art object donations which are valued at more than \$5,000. Objects will be recommended for de-accessioning if any of the following criteria are met:
- The object no longer enhances the mission of the Library.
  - The item would serve the public better in another venue.
  - The item cannot be properly stored, preserved, or used.
- 7.3.7 When possible the donor will be notified of the Library Board or County Board's final decision to de-accession an art object. The object may be:
- Returned to the donor.
  - Sold.
  - Loaned as part of the library's art print collection.
  - Donated to another organization.
  - Respectfully destroyed, if none of the other options are available.
- 7.3.8 De-accessioned artifacts shall not be passed on to staff, board members, volunteers, or their relatives.

#### **7.4 Memorial Gifts**

- 7.4.1 Anoka County Library recognizes that there are many individuals in Anoka County who are important to their community and who have made significant contributions to the county. The Library Board will accept memorials or donations to honor such individuals and provide appropriate recognition in accordance with Library policy.

#### **7.5 Library Board Involvement**

- 7.5.1 The Library Board will be notified at its next regular meeting of all cash gifts/donations and of "in kind" gifts with value exceeding \$100.
- 7.5.2 When cash is received, it will be promptly deposited into the Library Fund with a full and complete accounting.
- 7.5.3 Anoka County Resolution 2002-93 (Appendix VI) delegates authority to the Library Board to accept gifts that do not exceed \$5,000.

7.5.4 The Board will officially receive the gift with an appropriate entry in their Minutes and direct the acknowledgment of the gift within 90 days after it is received.

# APPENDIX I

Anoka County Contract No. C0003850

## MANAGEMENT AND OPERATIONS AGREEMENT BETWEEN ANOKA COUNTY AND THE ANOKA COUNTY LIBRARY

THIS AGREEMENT is made and entered into this 28 day of October 2014, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County," and the Anoka County Library Board, 707 County Road 10 Northeast, Blaine, Minnesota 55434, hereinafter referred to as the "Library Board."

### WITNESSETH

WHEREAS, the Library is a public library established pursuant to the provisions of Minnesota Statutes, Chapter 134; and

WHEREAS, the County and the Library Board have a close working relationship in that the County Board appoints members to the Library Board, the County provides funding for the Library, Library employees are County employees, and the County provides financial, accounting and personnel assistance to the Library; and

WHEREAS, the County has recognized the powers, duties, and responsibilities of the Library Board including the duty and responsibility to adopt bylaws, policies, and regulations for the areas the Library has responsibility for as defined in this Agreement; and

WHEREAS, the parties to this Agreement agree that it is in the best interest of the public to further streamline the relationship between the County and the Library Board and to more effectively use the resources of each party.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

#### I. DELINEATION OF RESPONSIBILITIES

It is hereby agreed by both parties that to streamline the relationship between the County and the Library and to more effectively use the resources of each party, the County's relationship with the Library Board shall be structured as if the Library was a division of the County. To implement this relationship, the Library shall follow County policies and procedures, including but not limited to the following:

- Personnel Rules and Regulations
- Financial Policies
- Purchasing Policies
- Facility Policies and Procedures As They Relate To County Buildings and Properties

# APPENDIX I

Information Technology  
Public Information Training  
Lean And Other Special Projects

In addition, -at a minimum of one time per year, designated members of the County Board and Library Board shall meet for the purpose of conducting strategic short- and long-term planning for the Library. Each Board shall designate its respective board members who will participate in the strategic planning, and other individuals as may be deemed necessary by each of the respective Boards.

## II. RESPONSIBILITIES RETAINED BY THE LIBRARY

The Library Board shall be responsible for and/or authorized to:

- Set policy for building operations
- Determine policies and budget allocations for Library collections and materials
- Recommend staffing levels
- Establish and modify hours of operation
- Advise and set policy regarding programs available to the public
- Submit operating budget and capital improvement plan recommendations
- Accept gifts and donations to the Library
- Approve grant applications where the Library's required match is \$10,000 or less
- Determine allocations of MELSA funding
- Upholding intellectual freedoms in determining the withdrawal or retention of contested materials.
- Maintain the "Policies of Anoka County Library" which shall be amended to reflect the content of this agreement. The Library policies shall be the authority for determining questions regarding library collection, staffing, open hours, public programs, and building operations.

## III. APPROVALS

All items that require County Board approval pursuant to any County policy shall proceed to the County Board for consideration and final approval. Such items shall be brought before the County Board through the County Board's appointed liaison, the Library Director, or the Library Board president, as appropriate.

The Library Board shall be notified of pending County policy changes that directly impact Library Board areas of responsibility.

## IV. LIBRARY DIRECTOR

A. The Library Director shall be selected through a joint process between the County Board and Library Board. The selection process shall include an equal number of members and/or appointees of both the Library Board and County Board, with final appointment by the County Board.

B. The Library Director shall be appointed as a department/division head and

# APPENDIX I

an employment contract will be developed between the Library Director and the County Board.

C. The Library Director will report to the County Administrator for library activities for which the County Administrator is responsible. The Library Director will report to the Library Board through the president of the Library Board for library activities for which the Library Board is responsible.

D. The Library Director's performance evaluation shall be the joint responsibility of the County Administrator and the Library Board president. If there are issues regarding the Library Director's performance the County Administrator, Library Board President and County Board representative will communicate and discuss those issues.

## V. TERM

This Agreement shall become effective on the date specified above and shall continue in effect until terminated as hereinafter provided.

## VI. TERMINATION

This Agreement shall remain in effect until such time as (i) it is terminated by either party by action taken by their respective Boards and providing the other party 365 days written notice thereof, or (ii) within sixty days after a change to either local library board structure requirements in Minnesota Statutes, Chapter 134, or the enactment- of special legislation relating to the relationship between the County and the Library by action taken by their respective Boards.

## VII. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the Library Board's President, with a copy to the Library Director, at 707 County Road 10 Northeast, Blaine, Minnesota 55434, on behalf of the Library.

## VIII. ENTIRE AGREEMENT / REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

**APPENDIX I**

INWITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the dates written below.

**COUNTY OF ANOKA**

**ANOKA COUNTY LIBRARY**

By: \_\_\_\_\_  
Rhonda Sivarajah, Chair  
County Board of Commissioners

By: \_\_\_\_\_  
Robert D. Thistle, President  
Anoka County Library Board

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Jerry Soma  
County Administrator

By: \_\_\_\_\_  
Marlene Moulton-Janssen  
Library Director

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Assistant County Attorney

Dated: \_\_\_\_\_

### THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various part 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 avoid the subversion of politics and the corruption of morals. We, as citizens 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 citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

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 need the help of censors to assist them in this task. 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.

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 to 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.

## Appendix II

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 or unpopular with 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 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 with any expression the prejudgment of a label characterizing it 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 the citizen. 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.*

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.

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 citizens 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

## Appendix II

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.

A joint statement

by: American

Library Association  
Association of American  
Publishers

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.





**Anoka County Library**  
 707 County Road 10 NE,  
 Blaine MN 55434-2398  
 Phone (763) 785-3695 Fax (763) 717-3262

**RECONSIDERATION CONFERENCE FORM**

To be completed during conference. Attach copy of Initial Report– Form I

Conference conducted by: \_\_\_\_\_ Place of conference: \_\_\_\_\_  
First Last

Persons Present: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Time: \_\_\_\_\_  
 \_\_\_\_\_

Title: \_\_\_\_\_ Classification/Call #: \_\_\_\_\_

Author: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Request Initiated by (NAME): \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Street Apt #

\_\_\_\_\_ City Zip

Complainant Represents: Him/Herself \_\_\_\_\_ or Group \_\_\_\_\_

The Director (or representative) will write a report of this conference. A written reply and decision will be sent to you within 10 working days.

Should you feel that your views have not been fully considered or that the Director has not taken sufficient or correct action in this matter, you may appeal the Director's decision to the Anoka County Library Board. Such an appeal may be addressed to the Board through the Library Administration Office. You will be notified of the next meeting date.

1. Did you read the entire book? \_\_\_\_\_ If not, what parts did you read?
2. Why do you object to this book?
3. Are there specific examples of objectionable material?
4. What do you feel might be the result of reading this book? For yourself? For others?

## Appendix IIB

5. In your opinion are there persons in the community who might enjoy or benefit from this book?
  
6. Do you feel this book contributes to a better understanding of its subject or the situation it portrays? Any part of our society? Any group within our society?
  
7. What is there about this book that you consider good or useful?
  
8. For what age person would you recommend this book?
  
9. What do you believe to be the theme or message of this book?
  
10. Are you aware of the judgment or evaluation of this book by professional reviewers?
  
11. Have you seen any reviews of this book? Which reviews?
  
12. What would you like your library to do about this book?

---

Signature of Complainant

---

Signature - Library Staff

**SCHEDULE OF FEES, CHARGES AND LOAN PERIODS**

Adopted by the Library Board, May 18, 2015

**A. FEES**

**1. Overdue Fines**

The library will charge an overdue fee for the purpose of recovering the cost of notification and to encourage the prompt return of materials. Prompt availability reduces the number of duplicate copies needed to supply the needs of the library’s customers.

Category:	Daily Amount Per Item:	Maximum Charge Per Item:
Cataloged materials (Hardbound and paperback books, audio, magazines, etc.)	Adult: \$0.30 Juvenile: \$0.10	Adult: \$7.00 Juvenile: \$2.00
Uncataloged materials (magazines, paperbacks, pamphlets, etc.)	Adult: \$0.30 Juvenile: \$0.10	Adult: \$2.00 Juvenile: \$1.00
Video – Entertainment, Informational, older features (21-day loan period)	Adult: \$0.30 Juvenile: \$0.10	Adult: \$7.00 Juvenile: \$2.00
iPad-(7 day loan period)	\$10.00	\$250.00

Overdue fees will be charged for materials not returned at the end of the loan period. Fines begin the day after the date due.

The Library Director, and/or designee, is authorized by the Library Board to mitigate overdue fine amounts under approved guidelines whenever it is in the best interest of the library and the public.

Overdue Collection Fees – when overdue accounts reach a set amount (currently \$75.00/over dues fines only - \$25.00/lost materials), they are referred to our materials collection service, Unique, and a \$10.00 referral fee is added. If an account is sent to County Collections for action (currently any \$100.00 and over), their fee (currently \$30.00) is passed through to the overdue account.

**2. Video definitions and rental fee:**

A rental fee will be charged for the loan of more recent entertainment videos with the proceeds to be used to purchase additional videos. The rental fee will be collected at the time the videos are checked out, unless it is checked out at a self-check machine. All videos are subject to overdue fines for late return.

Category:	Charge:	Definition:
Feature (entertainment) Videos – Adult & Children’s Material	\$1.00 for 21-day loan	Feature films that are 2 full years old plus the current year.
Informational Videos	No charge for 21-day loan period.	Non-fiction videos, videos less than 60 minutes long, and Classic feature (entertainment) videos more than 7 years old.

**3. Lost and Damaged Materials**

Library staff has the responsibility to manage the assets of Anoka County Library in a fiscally prudent manner while still providing good customer service. Normal wear and tear of materials is to be expected as part of the cost of doing business. Library staff will *not* assess charges for minor damage to library materials (e.g. lost or damaged barcode labels, torn pages, marked pages, damaged covers, etc.), unless the item is damaged beyond repair. Overdue fines will still apply.

Overdue fees will not be assessed when a customer is charged replacement and processing fees for lost items or items damaged beyond repair.

These rules are provided to assist staff in dealing with instances when normal wear and tear is exceeded.

**a. Items Damaged Beyond Repair**

Library staff is responsible for assessing charges when items are returned in person or in the book drop. **If there is doubt as to the origin of the damage, the customer will not be charged.**

**When customers are charged for damages, the cost will be a percentage of the original price of the item, based on the following guidelines.**

Percentage of Original Price of Item to Charge for Adult and Youth Lost Items and Items Damaged Beyond Repair – based on depreciation Use inventory date to determine age							
	0-3 mo	3-6 mo	<10 circ	10-49 circ	50-99 circ	>100 circ	>10 years
Books (Print)	100%	100%	100%	75%	50%	25%	10%
Magazines	100%	50%	Use age	25%	0%	0%	0%
DVDs	100%	100%	100%	75%	50%	25%	10%
Music	100%	100%	100%	75%	50%	25%	10%
Audio Books							
Whole Set, lost or damaged	100%	100%	100%	75%	50%	25%	10%
Individual Disc, lost or damaged *	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
<b>* After charges are assessed, send incomplete audio book sets to TSD</b>							

In addition, a processing fee of \$5.00 will be added to the cost of print items and \$7.50 for media materials, partially reimbursing the library’s reordering and processing cost incurred in replacing the lost or damaged items. Processing fees should not be waived unless the depreciated value is equal to 0%.

**b. Lost Items**

30 days after the due date, an item is declared lost; a replacement fee and processing fee are automatically billed to the customer at that time. If parts of a set are later recovered or the customer asks about being charged the full amount of an older item, public service staff should use the depreciation chart above to adjust automatic replacement fees.

**c. In-Kind Replacements**

In-Kind Replacements will *not* be accepted.

**d. Refunds**

Refunds will not be made for materials for which a customer has lost and paid.

**4. “User Fee”**

ACL will ‘pass on’ to the user the actual cost of fees it is charged for the cost of obtaining material ordered by a customer.

**5. Library Card Replacement**

The library will assess a fee of \$2.00 to replace a lost library card for a currently registered borrower. Replacement cards will be reissued free of charge to individuals whose library card has expired. Replacement cards will also be reissued free of charge to borrowers who have damaged cards. Borrowers whose accounts have been barred or sent to Anoka County Collections will not receive reissued cards until their accounts have been cleared.

**6. Non-Resident Library Card - \$60 annually**

Persons who do not live in Anoka County and persons residing outside of MELSA and the Minnesota State Borrower’s Compact areas may purchase a non-resident card at the standard MELSA price, currently \$60 per year. The card will be honored at any MELSA library.

**7. Prints / Copies on Library Equipment**

Equipment used:	Fee per Copy:	Locations where available:
Coin-operated Copiers Black & White Copies	\$0.10	All Buildings
Color Copies	\$0.50	
Microfilm Reader Printers	\$0.10	NTN

**8. Dishonored Check Fee**

The current fee is \$30.00. This fee is charged at the County and will change when County Finance and Central Services change the fee schedule for the County.

**B. SALES**

**1. New Merchandise:**

The library may sell certain merchandise for the convenience of its users and/or that enhance the library program. Items will be sold at a price sufficient to recover the cost incurred by the library in providing it to the buyer.

Examples of merchandise available:

Plastic Book Bags	\$ 0.50 each
Canvas Book Bags	\$10.00 each
Earbuds (Friends of ACL)	\$ 5.00 each
Flash drives (Friends of ACL)	\$ 5.00 each

**2. Discarded / Used Books and other items:**

Category:	Minimum Fee:
Hardcover books	Adult material: \$1.00
	Children's material: \$0.50
Paperback material	Adult, trade books: \$0.75
	Adult, mass market: \$0.25
	Juvenile paperbacks: \$0.25
Video	\$2.00
Audio	\$1.00
Misc Equipment, etc.	Determined by Staff

NOTE: A different price may be set by the staff based upon condition, original cost, number of volumes, etc.

**C. LOAN PERIODS**

Library materials will be loaned to users for the following loan periods:

Category / Type of Material	Loan Period:
Books, magazines, audio, book-cassette sets, informational videos and all items not otherwise specified, if not overdue, and if no reserves	21 days
Feature (Entertainment) Video – not renewable	21 days (\$1.00 fee)
Homebound Books – not renewable	45 days
iPads – not renewable	7 days

## RULES FOR USE OF BUILDINGS

1. A person may enter a County library during business hours for the purpose of transacting library business. Library users are expected to conduct themselves appropriately and with respect for others when using library facilities and resources.
2. Young children or unattended individuals for whom the staff has a reasonable basis to be concerned for their safety must, at all times, be accompanied and supervised by an adult. Anoka County Library staff is not responsible for the care, safety, or supervision of vulnerable individuals.
3. No person shall cause a nuisance within the library or its grounds. Causing a nuisance as defined in Minnesota Statute § 561.01 as anything that is:
  - a. Harmful to the health of a person, or
  - b. Offensive to the senses of a person, or
  - c. An obstruction to the free and unrestricted use and enjoyment of the library property by other persons.
4. Examples of unacceptable behaviors that will not be permitted, include but are not limited to:
  - a. Using audio devices including cell phones that cause a disturbance for others,
  - b. Tobacco or alcohol use
  - c. Running, roller-skating, skateboarding, rollerblading, or similar inappropriate activities,
  - d. Horseplay or fighting.
  - e. Willfully annoying, harassing, or threatening another person
    - i. Conveying threats of any kind of physical force or harm
    - ii. Using obscene, abusive or racially charged language
    - iii. Engaging in sexual misconduct
    - iv. Stalking, staring or invading personal space
  - f. Solicitation of funds, panhandling, gambling, selling, advertising or petitioning for contributions or support.
5. No person shall intentionally steal, vandalize or damage the real and personal property of other library users, the library or library grounds.
6. Library furniture or equipment may not be moved without the permission of the library staff. Furniture and equipment may be used only for their intended purpose. All persons shall, after a reasonable length of time and/or when requested by the library staff, yield machines, conference rooms, meeting rooms, or library materials to others.
7. Persons using library Internet workstations and wireless access points must follow the Library's Acceptable Use Policy. If individuals adhere to the Acceptable Use Policy, they may connect headsets and USB flash drives to Library Computers. No other devices may be attached to the Library's network.

## Appendix IV

8. Covered beverage containers are allowed in the library. Food and uncovered beverages are allowed only in designated areas.
9. All animals are prohibited from entering Library facilities, with the exception of service animals, service animal trainees and animals featured in programs sponsored by Anoka County Library.

The Library reserves the right to search bags, briefcases, etc., upon probable cause in instances when staff has objective facts and a person of ordinary care and prudence has reason for honest and strong suspicion that a crime has been committed.

Anyone violating these rules is first warned by Library staff. If the conduct continues the offender will be ordered to leave the premises.

Patrons who engage in threatening, abusive, or willfully malicious behavior or other serious infractions of the rules will be expelled from the building and grounds without warning. Staff members, at their discretion, may call for law enforcement.

Failure to observe these rules may lead to revocation of Library privileges, including the right to visit the buildings and grounds. Persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing. Anyone wishing to appeal their loss of library privileges may submit an appeal in writing to the Library Director.

## Meeting Room Reservation and Use Procedures

1. Any individual or group may reserve a meeting room if the use is appropriate, lawful, does not disturb the normal use of the Library and its functions and is not for a commercial purpose or function. (The individual reserving the room **does not** have to be a resident of Anoka County.)
2. In order to maximize the use of the meeting room, advance reservations will be made for groups of 3 or more individuals. (Meeting rooms may be held for single individuals for same day use.)
3. Meeting room reservations will be taken up to 60 days in advance either over the telephone or in person. The customer information on the "Meeting Room Reservation Form" should be filled out when the reservation is made. Customers **must provide all the requested information** in order for the room to be reserved. Signatures should be taken at the time the customer checks into the meeting room.
4. Phone customers will be directed to the Library's website where the meeting room usage policy and information will be posted. Customers who reserve the meeting room in person will be offered a printed copy of the meeting room policy and information. Staff will remind all customers that reserving the meeting room constitutes an agreement to abide by these policies.
5. Up to two reservation requests from a group will be taken at any one time.
6. Up to four reservations for a group may be on the books at a time.
7. As customers are accepting a financial responsibility when using a meeting room, they must be 18 years of age or older to make a reservation.
8. Conference rooms may be reserved in advance for use by tutors. Others may use conference rooms on a first come, first served basis; no advance reservations are allowed in these instances.
9. When customers arrive to use the meeting room, they must provide proof of identity such as a driver's license or Library card and must sign off on the bottom half of the "Meeting Room Reservation Form." They are in effect signing a contract to use the room appropriately.
10. Records will be kept of those customers who make reservations but fail to actually use a meeting room. Failure to cancel the room reservation a minimum of 8 hours in advance or to arrive for the scheduled reservation will be considered a "no show." After three "no shows" during the course of a year, a customer's privilege to make meeting room reservations will be suspended for one year.
11. Customers must return the "Meeting Room Attendance" form to Library staff and wait while the room is checked to make sure that it is being left in an acceptable condition.
12. If a customer is denied use of a meeting room, he/she may file a "Meeting Room Request for Appeal." The form is on ACL's Intranet and should be provided to anyone who protests a denial of his/her meeting room request.



**Anoka County Library**  
 707 County Road 10 NE, Blaine MN 55434-2398  
 Phone (763) 785-3695 Fax (763) 717-3262

## Meeting Room Reservation Form

This form must be completely filled out in order to reserve the meeting room.

Date of Meeting: \_\_\_\_\_ Library Building: \_\_\_\_\_

Time Starting: \_\_\_\_\_ Time Ending: \_\_\_\_\_ Room: \_\_\_\_\_  
(if applicable)

Group Name: \_\_\_\_\_

Responsible person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt#  
 \_\_\_\_\_  
City Zip

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
include area codes

Purpose of Meeting: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Meeting Room Capacities	
Centennial Branch	30 persons
Crooked Lake Branch	30 persons
Johnsville Branch	40 persons
Mississippi Branch	35 each side /70 total
Northtown Library	60 persons
Rum River Library	40 each side /80 total

**Agreement for Meeting Room Use**

**I have read the agreement on the reverse and will abide by it.**

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

For Staff Use Only	
Date registration taken: _____	Name of Staff completing form: _____
Room inspected before use by: _____	Room inspected after use by: _____
Comments: _____	Return completed form to Sandy/LSS

Revised  
03/24/10



## **Agreement to Use Library Meeting Rooms**

As the person responsible for the group using the meeting room, I agree to:

1. Protect the room and contents and to pay for any damages or special cleaning caused by my use of the room.
2. Not attempt to open or close folding doors. Should a change be needed, I will contact Library staff.
3. Refrain from taping, hanging, or pinning anything to the walls, windows, ceilings, doors or other surfaces.
4. Use only the designated meeting room for meeting activities. I will not place tables, chairs and/or signs in spaces adjacent to meeting room or outside of the Library.
5. Leave the room in good condition (pick up papers, garbage, etc).
6. Return tables and chairs to designated positions (see chart on wall). As meeting room reservations end 15 minutes prior to Library closing, I agree that the room will be vacated by the designated time.
7. Return the "Meeting Room Attendance" form to Library Staff at the conclusion of my meeting. I will wait while Library staff checks the meeting room to make sure the room is being left in acceptable condition.

I understand that:

1. The Library is not a sponsor of my program or meeting and it assumes no responsibility for the program or its contents.
2. Notices and advertisements may list the Library as the location but they must also clearly identify the program sponsor and not imply Library endorsement or sponsorship.
3. Meetings for a commercial purpose or function may not be held in Library meeting rooms.
4. If I am denied use of a meeting room, I may file a "Meeting Room Request for Appeal" form provided to me by Library staff. The appeal will then be reviewed by Library Administration.
5. Only light refreshments may be served, (no cooking, refrigeration or electrical appliances are available or may be used) and that cleanup is my responsibility.
6. The ventilation and thermostats are pre-set and cannot be changed.
7. The meeting attendees must adhere to the "Rules for the Use of Library Buildings" posted on the Library Bulletin Board and that repeated disruptions may result in termination of meeting room use privileges.
8. Three failures to honor meeting room reservations will suspend my meeting room use privileges for one year.

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**Our meeting space is enjoyed by the entire community,  
we appreciate both your understanding and the observance of these rules.**



**Anoka County Library**  
 707 County Road 10 NE, Blaine MN 55434-2398  
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## Meeting Room Request For Appeal

Date/Days Requested: \_\_\_\_\_ Library Building: \_\_\_\_\_

Time: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Room: \_\_\_\_\_  
(if applies)

Expected Attendance: \_\_\_\_\_ Is the General Public Welcome? \_\_\_\_\_

Group Name: \_\_\_\_\_

Responsible Adult: \_\_\_\_\_

Address: \_\_\_\_\_

Street	Apt #
City	Zip

Telephone: Home (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_  
include area codes

The information you provide below will help determine the outcome of your appeal. What is the basis of your appeal? What is the purpose of your meeting and who is expected to attend? Library policy determines how the meeting room is used. What part of Library Policy do you wish waived?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Staff Use Only	
Date form was completed: _____	Name of Staff completing form: _____
Comment: Why Use Request was denied:	
_____	
_____	
_____	
_____	
_____	
_____	
Branch Librarian Signature	
<b>FORWARD THIS FORM TO ASSISTANT DIRECTOR IMMEDIATELY</b>	

**COUNTY BOARD RESOLUTION ON GIFTS**

BOARD OF COUNTY COMMISSIONERS  
Anoka County, Minnesota

DATE: June 14, 2002

RESOLUTION #2002-

93 OFFERED BY COMMISSIONER: Kordiak

DELEGATING AUTHORITY TO ACCEPT CERTAIN  
GIFTS TO ANOKA COUNTY LIBRARY BOARD

WHEREAS, Minn. Stat. 465.03 requires that gifts of real or personal property to the county be accepted by a resolution of the county board; and,

WHEREAS, Minn. Stat. 134.15 allows the county board to delegate to the county library board the authority to accept gifts for public library purposes; and,

WHEREAS, the Anoka County Board of Commissioners desires to delegate the acceptance of certain gifts for public library purposes to the Anoka County Library Board:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby delegates to the Anoka County Library Board the authority to accept gifts to the county of personal property for public library purposes, provided that such gifts do not exceed \$5,000.00 in value and are useful and effective in the furtherance of public library programs established by the Anoka County Library Board.

BE IT FURTHER RESOLVED that the Anoka County Library board is hereby directed to report to the county board, annually, regarding all gifts accepted by the Anoka County Library board pursuant to this delegation of authority.

BE IT FURTHER RESOLVED that the authority to accept gifts of personal property which exceed the dollar value of the above-described limits and all gifts and real property shall remain with the Anoka County Board of Commissioners.