

**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 (Minn. Stat. Chap. 134, as may be amended from time to time), 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

Connect community to ideas, information, and inspiration.

OUR VISION FOR THE FUTURE

A county where knowledge, creativity, and opportunity thrive.

OUR GOALS

Promote Personal Growth and Learning: Develop dynamic programming for people of all ages and backgrounds to meet and learn together. Build community around reading and literacy. Strengthen the library's contribution to youth education and development

Expand Access to Information, Ideas and Stories: Build partnerships to make lasting differences in people's lives. Develop collections that reflect and inspire the community. Deliver convenient, patron focused services.

Strengthen Communities and Neighborhoods: Bring library services to the people. Establish the library as civic focal point and essential resource for communities.

Foster a Culture of Innovation: Serve as respected experts in the community. Develop and share professional interests and talents. Empower staff with the tools and knowledge to excel in their work.

CHAPTER I – THE ANOKA COUNTY LIBRARY BOARD

A. Responsibilities

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.
2. Memorandum of Understanding: 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.

B. Composition of the Library Board

1. The Library Board consists of seven members appointed by the Board of County Commissioners. A County Commissioner is 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).

C. Bylaws

1. Officers
 - a. Election time: Officers of the Anoka County Library Board will be chosen at the regular January meeting and shall be as follows: President, Vice President and Secretary.
 - b. Succession: An officer may succeed himself or herself, provided, however, that the President or Vice President may not serve more than three consecutive terms.
 - c. 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.
 - d. Duty of Vice President: The Vice President will assume the duties of the President in his or her absence.
 - e. Secretary: A true and accurate record of board meetings as defined by the State Auditor's Statement of Position will be kept by the Secretary or a designated clerk 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.

D. Committees

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.

E. Duties of Library Board Members

The powers and duties of the Library Board are described in Minn. Stat. Chap. 134. The 2014 Memorandum further defines Library Board duties and responsibilities. Those duties and responsibilities include:

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.
2. Determine policies and budget allocations for Library collections and materials.
3. Advise and set policy regarding programs available to the public.
4. Recommend staffing levels.
5. Submit operating budget and capital improvement plan recommendations.
6. Accept gifts and donations to the Library.
7. Determine allocations of MELSA funding.
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.
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.
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.
11. Study and support legislation which will enhance public library service in Anoka County and benefit users of public libraries generally.
12. Cooperate with other public officials and boards, and maintain relations with government officials and the general public.

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.

F. Meetings of the Library Board

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.
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.

G. Offices/Location

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.

H. Rules of the Library Board

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.
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.
3. In the absence of the President and Vice-President, those present in the quorum will elect someone to chair the meeting.
4. Amendments: These Bylaws may be amended at any regular meeting of the Board. Any proposed amendment(s) shall be submitted in writing, voted upon at the next or subsequent meeting, and approved by a majority of the Board membership.
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.

I. Limitations of the Board

1. **Personnel Selection:** Regular and Temporary 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).
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.
3. **Terms of Office:** Members are appointed for three-year terms. As provided in Minn. Stat. § 134.09, subd. 2, members are limited to not more than three consecutive terms plus any portion of an unexpired term to which they are appointed.
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.
5. **Liability:** Minn. Stat. Chap. 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.

J. Oath of Office

As prescribed in Minn. Stat. §§ 358.01 *et seq.* 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 clerk of the Library Board in his/her capacity as Notary Public.

K. Adoption

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

Date of Adoption _____

Certified by:

s/s _____, Clerk

s/s _____, President

CHAPTER II – DUTIES OF THE LIBRARY DIRECTOR

- A. 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.
- B. 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.
- C. The Director will be the appointing authority for the Library staff under the provisions of the Anoka County Personnel Rules and Regulations.
- D. 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.
- E. The Director, as an Anoka County department head, is responsible for working with other county departments and following all pertinent Anoka County policies.
- F. The Director will attend all Library Board meetings unless excused for approved leave.

CHAPTER III - PERSONNEL

A. Personnel

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.
2. Recruitment of personnel and administration of the County personnel program is the responsibility of the Employee Relations Department.
3. As part of Anoka County, the Library is an affirmative Action/Equal Opportunity Employer and subscribes to those principals.

B. Staff Recognition upon Retirement / Separation

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:

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.)
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. 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.)
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.
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

- A. 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.
- B. 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.
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.
 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.
 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
 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)

C. Data Privacy

The Library is bound by the requirements of the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13). Specifically, the Library shall abide by the requirements of Minn. Stat. §§ 13.40, 13.401, and 138.17, subd. 1c. The Library shall maintain such records as necessary to conduct library business, consistent with these statutes. The information shall not be released except as permitted or required by law.

D. Use of the Library's Materials

1. Purpose of access: Library materials are available for free access 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.
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
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. 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.
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.

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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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 for hearing at a regularly scheduled meeting. The Library Board will take the matter under advisement to consider the patron's concerns along with the Director's rationale. The Library Board will render its decision in written form within two weeks of the hearing. The patron will be provided with notification of the decision and the decision will be entered into Library Board minutes.

E. Guidelines for the Selection and De-selection of Materials

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.
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.
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. **Research materials:** The Library, in cooperation with other library organizations, provides a number of access points for research, including both print and electronic materials.
5. **General interest:** Materials, including textbooks, legal texts, and medical books that serve the interest of the general public, maybe purchased.
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.

F. Responsibility for the Selection of Library Materials

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.
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.
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

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

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

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

H. 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. Library staff will notify applicants within 5 days whether the exhibit is accepted or rejected, and if rejected the reason therefore. An exhibit contract must be signed by an adult Anoka County resident in advance of the placement of the exhibit. Exhibits are welcomed from minors when their parent/guardian co-signs the agreement with them. Approved community exhibits are generally on display 4-6 weeks.

a. 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.

b. Rejection of Exhibits:

Library staff 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. Library staff may reject exhibits for lack of space in light of the priorities listed in 2a.

c. Reconsideration process:

The applicant may request reconsideration of the rejection decision.

Conference with Library Director: An exhibit applicant who is not satisfied with the rejection reason may schedule a conference with the Library Director to discuss the exhibit in detail. The Director will summarize the conference (see Appendix IIB), render a written decision within 15 days, and forward such decision to the applicant and the Library Board.

Library Board hearing: In the event that applicant is not satisfied with the decision of the Library Director, the applicant may request to appear before the Library Board at a regularly scheduled meeting. The Library Board will consider the applicant's request along with the Director's rationale and render its decision. The applicant will be provided with notification of the decision and the decision will be entered in to the Library Board minutes. The Library Board decision will be final.

I. 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.

J. 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.

K. 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

A. 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.

B. Locations of Library Buildings

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.
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.

C. 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. See Appendix IV for the complete text of the Rules for Use.

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.
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.
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.

D. 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.

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.

- ##### **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.**

E. 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.

1. Security Camera Use

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

2. Signage Regarding Cameras

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

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

F. 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.

G. 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.

H. Meeting Rooms

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. Users of these meeting rooms do not have a reasonable expectation of privacy while in these public spaces.
2. **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.
3. **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 or commercial purposes.
4. **Hours of Availability**
Meeting rooms will be available at no charge for use during the scheduled public service hours of the Library buildings. After hours use of meeting rooms may be subject to a reasonable charge to provide for necessary services including but not limited to security, custodians and technical assistance. The fee schedule in Appendix III shall apply as amended from time to time.
5. **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. **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.

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 PUBLIC USE AGREEMENT

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.

A. Gifts of Library Materials

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.
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.
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.
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.

B. Gifts of Equipment or Furnishings

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.
2. An appropriate gift plate or plaque may be provided, when requested, to acknowledge the gift.
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.

C. 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.

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

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.
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. 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.
8. De-accessioned artifacts shall not be passed on to staff, board members, volunteers, or their relatives.

D. Memorial Gifts

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.

E. Library Board Involvement

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.
2. When cash is received, it will be promptly deposited into the Library Fund with a full and complete accounting.
3. Anoka County Resolution 2002-93 (Appendix VI) delegates authority to the Library Board to accept gifts that do not exceed \$5,000.

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.

KS-2014-00188-001

Anoka County Contract No. C000 3850

**MEMORANDUM OF UNDERSTANDING
OF DUTIES AND RESPONSIBILITIES
BETWEEN ANOKA COUNTY AND
THE ANOKA COUNTY LIBRARY BOARD**

THIS AGREEMENT is made and entered into this 28th 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 the "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 Anoka County 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 its 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
- 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 usage.
- 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 usage.

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 deemed appropriate by the County Board.

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 members and/or appointees of both the Library Board and County Board, with final approval by the County Board.

B. The Library Director shall be appointed by the County Board as a department/division head.

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.

(remainder of page left intentionally blank)

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

COUNTY OF ANOKA

By: 
Rhonda Sivarajah, Chair
County Board of Commissioners

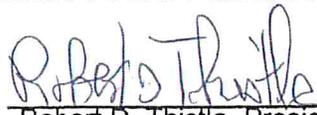
Dated: 12-23-14

ATTEST

By: 
Jerry Soma
County Administrator

Dated: 12-23-14

ANOKA COUNTY LIBRARY

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

Dated: Oct. 20, 2014

By: 
Marlene Moulton Janssen
Library Director

Dated: 10/20/14

APPROVED AS TO FORM

By:  for David A. Cossi
David A. Cossi
Chief Deputy County Attorney

Dated: 12-30-14

APPENDIX II

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.

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

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.

4. What do you feel might be the result of reading this book? For yourself? For others?

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

APPENDIX III

SCHEDULE OF FEES, CHARGES AND LOAN PERIODS

Adopted by the Library Board, April 15, 2019

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
Uncatalogued 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
Hotspot	\$1.00	\$7.00

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 based on the following guidelines.

A processing fee of \$8.00 will be added to the cost of print items and \$10.00 for media materials, partially reimbursing the library's reordering and processing cost incurred in replacing the lost or damaged items.

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.

c. Lost Mobile Hotspot

Patrons will be billed a \$50.00 replacement fee for a lost mobile hotspot.

d. Lost Key Card

Key cards are checked out to patrons to use the Centennial Library meeting room before/after the library's regular hours. Key cards will be considered lost if not returned within 48 hours and a \$20.00 fee will be billed at that time.

e. In-Kind Replacements

In-Kind Replacements will not be accepted.

f. 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		All Buildings
Black & White Copies	\$0.10	
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.

9. **Meeting Room Service Fee**

A \$25.00 per hour (minimum charge \$50.00) for any additional cleaning needed after meeting room use.

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
Hotspots	14 days

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between the Anoka County Library (Library) and the Anoka County Law Library (Law Library).

WHEREAS, the Law Library is organized under the auspices of Minn. Stat. Chap. 134A; and

WHEREAS, the Law Library has a collection of legal treatises, Court Reporters, legal periodicals, and various other print works available to "Law Library patrons", which is defined as including, but not limited to, members of the Minnesota State Bar Association (MSBA), Anoka Courts staff, and residents of Anoka County for the purposes of conducting legal research; and

WHEREAS, the Law Library is located at the Anoka County Courthouse, and its collection is housed in dedicated space there; and

WHEREAS, the Law Library does not currently have access to an Integrated Library System (ILS) for the purposes of managing its collection or allowing easy access to patrons; and

WHEREAS, the Library has a large collection of materials which does not include legal treatises, Court Reporters, legal periodicals or various print works such as those maintained in the Law Library collection; and

WHEREAS, the Library has an ILS which is used to maintain records for its own collection of library materials; and

WHEREAS, the Library has several branches located throughout Anoka County, and allows its collection to be accessed by patrons at any of those branches; and

WHEREAS, the Law Library wishes to use the Library's ILS to make its collection of legal materials available to Law Library patrons at the several Library branches; and

WHEREAS, the Library is agreeable to make the ILS available to the Law Library patrons, and to allow access to the Law Library collection at any Library branch.

NOW, THEREFORE, it is agreed as follows:

1. Term. The term of this Memorandum of Understanding shall commence upon execution by the Library Director and the Law Library Director, and shall continue until terminated by the parties upon written notice with or without cause.
2. Purpose. The purpose of this Memorandum is to provide terms allowing the cooperation between the Library and Law Library as outlined in the recitals above. This arrangement will serve both the Law Library and the Library in meeting the principles of their respective Mission Statements, and will further the goals of cooperation between governmental and quasi-governmental agencies in Anoka County. The recitals are incorporated into the body of this Memorandum by reference.

3. Responsibilities of the Parties:

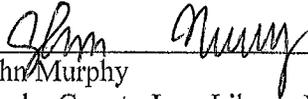
- a. The Law Library will maintain an inventory list of collection materials available for check out through the Library ILS. The initial inventory is appended to this Memorandum as Exhibit A. The Law Library will update the inventory from time to time and will ensure that a correct inventory is uploaded into the Library ILS.
- b. The Law Library will arrange for the items listed in the inventory to be outfitted with unique bar code identifiers compatible with the Library ILS at no cost to the Library. Once that is done the bar codes and the inventory will be uploaded to the Library ILS.
- c. The Law Library will provide circulations rules for the Library to use in connection with the Library ILS concerning the Law Library collection. (See Exhibit B). Such rules will include:
 - i. Criteria for designation as a Law Library patron;
 - ii. Limitations on check out of certain items in the Law Library collection (generally speaking the Law Library collection will not be available on inter-library loan outside the Anoka County Library branches);
 - iii. Length of check out and renewal terms; and
 - iv. A schedule of fines, handling fees, and lost items replacement costs.
- d. The Law Library will pay for the costs of any additional software or licensing to add the Law Library collection to the Library ILS.
- e. The Library will provide no-cost training to Law Library staff on how to use and implement the Library ILS.
- f. The Library will provide library cards to Law Library patrons for check out of Law Library materials if the Law Library patron does not already have a library card. The library cards will not result in any additional costs to Law Library patrons or to the Law Library.
- g. Law Library patrons will be able to reserve and check out materials from the Law Library collection through the Library ILS. Law Library patrons will be able to pick up reserved Law Library collection materials at any Library branch, including Columbia Heights.
- h. The Library and Law Library will coordinate schedules for Law Library collection materials to be transported to Library branches for delivery to Law Library patrons in response to reservations.

- i. The Law Library and Library will meet and confer on at least an annual basis to review the Law Library Circulation Policy and other policies/procedures to ensure that the procedures are meeting the needs of both libraries and serving patrons to the best extent possible.

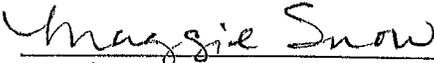
IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

ANOKA COUNTY LAW LIBRARY

ANOKA COUNTY LIBRARY



John Murphy
Anoka County Law Library Director



Maggie Snow
Anoka County Library Director

Date: 6/20/19

Date: 6/19/19

Exhibit A (June 2019)

Reference Materials to stay in Law Library

Black's Law Dictionary (Newest version)
Bluebook
Federal Civil Judicial Procedure and Rules
Federal Procedure
Federal Sentencing Law and Practice
Gun Owner's Handbook
Laws of Minnesota
LexisNexis Practice Guide: Contract Litigation
LexisNexis Practice Guide: Criminal
LexisNexis Practice Guide: Personal Injury
LexisNexis Practice Guide: Real Estate Litigation
Minnesota Attorney Handbook
Minnesota Civil Practice
Minnesota Family Law Practice Manual
Minnesota Judge's Criminal Benchbook
Minnesota Legislative Manual
Minnesota Misdemeanors
Minnesota Practice Series
Minnesota Residential Real Estate
Minnesota Rules
Minnesota Statutes
Minnesota Title Standards
Minnesota Worker's Comp Cumulative Case Index
QDRO Binder
QDROs: Division of Pensions – US Department of Labor
Robert's Rules
Testimony – Minnesota Supreme Court Historical Society
Times Up: Manual of Statute of Limitations
Understanding Federal Courts
Universal Citation Guide
West's Criminal Law
West's Family Law
West's Minnesota Corporation, LLC, & Partnership Law
West's Minnesota Probate Law

Materials available to all borrowers

A Guide to Start a Business in Minnesota
Black's Law Dictionary (Prior version)
Bluebook (Prior version)
Chicago Manual of Style
How to Make Any Divorce Better
In a Nutshell series
National Consumer Law Center series
Nolo series
Supreme Court Reporter
The Oxford Dictionary of American Legal Quotations
The Redbook: A Manual on Legal Style
US Code Annotated

Materials allowed for borrowing may change at discretion of Law Library Director

Current as of 6/10/19

Materials available to attorney's licensed to practice in the State of Minnesota

2017 Solo and Small Firm Legal Tech Guide	Conflict of Laws
A Lawyer's Guide to Understanding Earning Capacity	Constitutional Rights of the Accused
ABA Criminal Justice Mental Health Standards	Consumer Bankruptcy Practice
ABA Lawyer's Manual on Professional Conduct	Consumer Law
ABA Standard for Criminal Justice Series	Copyright Registration Practice
Administrative Law & Practice	Couch on Insurance
Advocacy	Crimes of Violence
Agency & Partnership	Criminal Defense Law
American Jurisprudence Proof of Facts	Criminal Procedure
American Jurisprudence Proof of Facts 2d	Discovery Practice
American Jurisprudence Proof of Facts 3d	Domestic Torts
American Jurisprudence Trials	Drafting Wills & Trust Agreements
American Jurisprudence 2d	Drinking/Driving Litigation
American Jurisprudence Legal Forms 2d	DSM-5
American Jurisprudence Pleading & Practice Forms	Dunnell's Minnesota Digest
American Law Reports	Drug Testing Law
American Law Reports 2d	Effectively Staffing Your Law Firm
American Law Reports 3d	Elder Law
American Law Reports 4th	Employment Discrimination
American Law Reports 5th	Environmental Law
American Law Reports 6th	Equitable Distribution of Property
American Law Reports Digest	Expert Witness Manual
American Law Reports Federal	Farnsworth on Contracts
American Law Reports Federal 2d	Federal Courts
Anoka County City Codes	Federal Grand Jury
Art, Artifact, Architecture & Museum Law	Federal Jury Practice & Instructions - Criminal
Attorney's Fees	Federal Practice and Procedure
Bad Faith Actions	Federal Reporter 3d 1-770
Bankruptcy Code	Federal Sentencing Guidelines - 2014
Bankruptcy Practice	Federal Supplement Reporter 2d 1-999
Bankruptcy Practice Handbook	Federal Supplement Reporter 3d 1-20
Bender's Forms of Discovery	Federal Jury Practice and Instructions - Civil
Boundaries and Adjacent Property	Federal Procedure Lawyer's Edition
Bromberg and Ribstein on Partnership	Government Contracts
Causes of Action	Guides to the Evaluations of Permanent Impairment
Civil Actions Against State and Local Government	Handbook for Judges
Civil and Criminal Forfeiture	Handbook of Federal Evidence
Civil Rights and Liberties Litigation	Handling Criminal Appeals
Clearing Land Titles	Handling Misdemeanor Cases
Comparative Negligence Manual	Handling Narcotic & Drug Cases
Complete Manual of Criminal Forms	Harper, James, & Gray on Torts
Complex Litigation	Hearsay Handbook
	How Arbitration Works

Exhibit A (June 2019)

How Insurance Companies Settle Cases
How to Start and Build a Law Practice
Intoxication Test Evidence
Intellectual Property Law
Intellectual Property Litigation Guide
International Business Transactions
Judicial Conduct and Ethics
Jurisdiction In Civil Actions
Larson's Workers Compensation
Law & Business of Computer Software
Law & Inequality Journal
Law of Confessions
Law of Defamation
Law of Remedies
Law of Sentencing
Law of Water Rights & Resources
Legal Malpractice
Legal Rights of Children
Legal Writing: Getting it Right
Legislative Manual 1897-2012
Limited Liability Companies: A State by State Guide
LinkedIn Marketing Techniques for Law
Managing Environmental Protection
McCormick on Evidence
Medicare and Medical Claims and Procedures
Minnesota Continuing Legal Education Materials –
Last 5 Years
Minnesota Law Review
Minnesota Legal Forms
Minnesota Legal Register
Minnesota No Fault Auto Insurance
Minnesota Practice (Prior Versions)
Minnesota Statutes Annotated
Mitchell Hamline Law Review
Modern Scientific Evidence
Motion Practice
Motor Vehicle Reconstruction and Cause Analysis
Municipal Corporations
Nichols on Eminent Domain
NW Reporter 1-300
NW Reporter 2d 1-Present
Occupational Safety & Health Law
Patton and Palmer on Land Titles

Personal Injury Valuation Handbooks
Persuasion: The Litigator's Art
Pirsig on Minnesota Pleading
Police Civil Liability
Police Misconduct
Post-Conviction Records
Powell on Real Property
Preparing for Settlement & Trial
Products Liability
Property
Prosecutorial Misconduct
Psychiatric and Psychological Evidence
Punitive Damages: A State by State Guide
Punitive Damages: Law and Practice
Recovery of Damages for Fraud
Relational Processes and DSM-5
Representing Non-Profit Organizations
Representing the Child Client
Restatements of Law
Rights and Liabilities in Media Content
Rights of Juveniles
Rights of Prisoners
Search & Seizure
Search Warrant Law Deskbook
Small Law Firm KPIs
Smolla and Nimmer on Freedom of Speech
Social Security Practice Guide
State and Local Government Civil Rights Liability
Structured Settlements
Substantive Criminal Law
Supreme Court Reporter 1-138B
Supreme Court Reports Lawyer's Edition 1-56
Sutherland Statutory Construction
Tax Court Decisions
The Alternative Dispute Resolution Practice Guide
The Complete QDRO Handbook
The Elements of Legal Style
The Judge's Book
The Law of Bank Deposits, Collections, & Credit Cards
The Law of Performance Bonds
The Law of Probations and Parole
The Law of Real Property

Materials allowed for borrowing may change at discretion of Law Library Director

Current as of 6/10/19

Exhibit A (June 2019)

The Law of Torts
The Lawyer as Writer
The Legal Audit
The Merck Manual
The Prosecution and Defense of Sex Crimes
The Rights of Publicity and Privacy
The Winning Brief
Title Insurance Law
Treatise of Constitutional Law
Trial Book
Trusts
Uniform Commercial Code
Uniform Laws Annotated
US Code Annotated
US Code Congressional and Administrative News
Valuation of Divorce Assets
Vehicle Search Law Deskbook
Weinstein's Federal Evidence
Wharton's Criminal Procedure
White Collar Crime
Williston on Contracts
Wiretapping & Eavesdropping
Words & Phrases
Worker's Compensation Decisions
Zoning and Planning Deskbook

Materials allowed for borrowing may change at discretion of Law Library Director

Current as of 6/10/19

LAW LIBRARY CIRCULATION RULES

1. Patrons can check out materials using their Anoka County Library card. Library cards will be available in the law library. Refer to the Anoka County Library for more policies regarding your Library card.
2. Law library materials may be checked out as follows:
 - a. Reference materials must stay in the law library at all times. All reference materials will be located behind the library counter.
 - b. Attorney's licensed to practice in the state of Minnesota will be allowed to check out all other law library materials.
 - c. Non-attorneys will be allowed to check out selected materials.
3. Law library materials can be checked out for up to 21 days. Your library card will allow for 50 Anoka County Library items to be checked out at one time. Law library materials will count towards those 50 items. Each time you borrow material you will receive a receipt showing the titles and due dates of those materials.
4. All material can be renewed as often as needed unless another patron has placed a hold on that item.
5. You may return law library materials to any library located in Anoka County.
6. Law library materials kept past the due date will accrue fines of 30 cents per item, per day to a \$7 maximum per item.
7. An email, computer-generated phone call, or mailed notification will tell you when materials are 10 or more days overdue.
8. Books kept longer than 60 days without renewal will be assumed lost.
9. Borrowers are responsible for the replacement cost-retail value for lost or damaged law library materials. Replacement copies are never accepted as payment.
10. If your account is not paid in a timely manner, it may be referred to a collection agency. In this event, there will be additional collection fees of a minimum of \$10 added to your account.
11. If you owe \$10 or more in fines to Anoka County Library, you may not borrow materials until the fines are paid. Checks that are dishonored and returned will be subject to recovery fees. Activity on your library account will be restricted.

APPENDIX IV

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.
 - g. Failure to wear shirts and/or shoes.
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.

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.
 - A. "Service animal" is defined by the Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA) as a dog, or in certain circumstances a miniature horse (Revised Title II Regulations § 35.136 (i)(3)).

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the **individual's** disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Revised Title II Regulations § 35.104 Definitions; ADA, eff. March 15, 2011. (emphasis supplied.)

- B. Pursuant to the ADA and MHRA, Library staff may make the following inquiries when it is not obvious what service the animal provides:

Is the dog a service animal required because of a disability?
What work or task has the dog been trained to perform?

Revised Title II Regulations § 35.136 (f); ADA, eff. March 15, 2011.

Staff are encouraged to ask these questions exactly as written here. Staff should **not** make inquiry into the nature of the patron's disability or ask for a demonstration by the dog performing the task. Staff should remember that the tasks listed in the definition are non-exclusive, so that a service animal might be trained to perform a task not listed. However, the definition does exclude certain benefits of dog companionship from service animal tasks—see the emphasized language.

- C. Service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the patron's disability prevents using these devices. If so, then the patron must be able to maintain effective control of the service animal by voice, signal, or other means. Revised Title II Regulations § 35.136 (d); ADA, eff. March 15, 2011.

A service animal may be removed if:

- i. The service animal is out of control and the handler does not take effective action to control it; or
- ii. the service animal is not housebroken.

In that event, Library staff will still offer the patron the opportunity to utilize the Library without the service animal's presence. Revised Title II Regulations § 35. 136 (b), (c); ADA, eff. March 15, 2011.

- D. A copy of the Service Animal rule will be prominently posted at the entrance of each Library Branch location.

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.

Appendix V

Meeting Room Public Use Agreement

Preamble

Public gathering spaces are intended to be commercial-free environments where groups may come together to learn and exchange information and ideas.

Public gathering places are available to the public regardless of the beliefs or affiliations or groups requesting their use.

Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed.

The meeting rooms are intended for larger groups. Individuals and small groups may use conference rooms or use a meeting room if there are no reservations that day and they agree to the Meeting Room Public Use Agreement.

Prohibited Activities

1. No commercial activities.
 - a) No sales or advertising of products or services, or other direct fundraising activities. No admission or other fees may be charged to individuals attending meetings or programs except for tuition or fees for classes sponsored by tax-exempt educational institutions.
 - b) Exceptions may be made for library-sponsored groups, programs or events.
2. No candles or flames of any kind.
3. The library may not be used to store equipment, materials or supplies.

Library Right of Refusal

The Library Assistant Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

Meeting Information and Publicity

1. Anoka County Library will communicate scheduled meetings (group name, time, date and place of meeting in the room reservation calendar. That information may also be posted either digitally or in print in the library where the meeting is being held.
2. The Library's name may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The library logo may not be used.
3. Anoka County Library may not be used as the official address or headquarters of any organization.

Patron responsibilities

1. Patrons will comply with federal, state and local laws and policies, including the Anoka County Library Board Reserving and Using Library Rooms Policy.
2. The person reserving the space determines the intended audience for the gathering.
3. The contact person for the reservation is liable for any damages to facilities and furnishings.
4. The contact person shall indemnify, defend and hold harmless Anoka County, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.
5. Failure to follow this policy may result in the loss of future reservation and use privileges.

Cleaning

1. Normal vacuuming and trash removal are provided. Patrons are responsible for leaving the room in good condition.
2. If the room requires additional cleaning after a meeting, the contact person for the group will be charged at the rate established in the Anoka County Library Fine and Fee Schedule.
3. All clean-up must be completed within the time specified on the application and no later than fifteen minutes prior to closing.

How to request a room reservation

1. Patrons must complete the online room reservation application form and agree to the [Meeting Room Public Use Agreement](#).
2. [Choose a room from the list of reservable meeting rooms and submit a reservation request online](#)
3. Applicants must be 18 years of age or older to reserve the meeting rooms.
 - Library staff will reserve meeting rooms for walk-in patrons under 18 years of age to use the library that day if a parent/guardian is not present.

How far in advance can rooms be reserved?

1. Rooms may be reserved up to 60 days in advance.
2. Up to twelve reservations may be on the books at a time.

Cancellations

1. Patrons should notify the library as soon as possible if it is necessary to cancel a reservation.
2. Repeated cancellations or failure to show may affect the ability to reserve meeting rooms in the future.
3. If meeting/conference room users are unreasonably late for their booked time, library staff reserve the right to book the room for other patrons

Audiovisual Equipment

1. Wi-Fi is available in all libraries.
2. Some meeting rooms have screens and projectors devices. (See [Meeting room list](#) for information about specific locations)
3. Groups are responsible for bringing their own computers and cords. Staff are generally not available to provide AV equipment support.

Furniture and Set-up

See [Meeting room list](#) for detailed information about furniture available in specific locations. Patrons are responsible for returning tables and chairs to designated positions.

Beverages

Covered beverages are allowed in all rooms.

Food

1. Light refreshments may be served in large meeting rooms. No cooking, refrigeration, or electrical appliances are available nor may be used. Check the room description for more information.
2. In rooms where food is allowed, groups are required to provide all supplies and are responsible for cleaning up.
3. No alcoholic beverages.
4. Exceptions to this policy are possible for library or county sponsored events or by permission of the Anoka County Library Director.

APPENDIX VI
COUNTY BOARD RESOLUTION ON GIFTS

BOARD OF COUNTY COMMISSIONERS
Anoka County, Minnesota

DATE: June 14, 2002
93 OFFERED BY COMMISSIONER: Kordiak

RESOLUTION #2002-

**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.