



Anoka County
LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

LIBRARY BOARD MEETING

****Location Change****

Library Service Center

707 County Rd 10 NE

Blaine, MN

Board Room

August 28, 2023

5:30pm

Please notify library staff (763-324-1500) if unable to attend.



ANOKA COUNTY LIBRARY BOARD AGENDA
August 28, 2023, 5:30pm
Library Services Support Building Board Room

A. President calls meeting to order/Adoption of the Agenda

B. Roll Call

	YES	NO
Burns	_____	_____
Case	_____	_____
Fast	_____	_____
Fillbrandt	_____	_____
Kost	_____	_____
Orpen	_____	_____
Strombeck	_____	_____

C. Open Forum

The opportunity for members of the community to speak. The remainder of the Library Board meeting is reserved for members of the board, staff and invited guests as recognized by the chair for specific points of business. Open Forum will be limited to a total of 15 minutes.

D. Consent Agenda: SEE ATTACHED minutes, invoices, and gifts.

E. Library Impact Story

F. Consider the following Information Items:

1. Centennial Branch Manager report
2. Adaptive Programming Update

G. Consider approving the following Action Items:

1. Review Policy Updates 2023-004

H. Directors Report

I. Proposed Topics for Future Meetings

J. Adjournment

ANOKA COUNTY LIBRARY
707 COUNTY RD 10 NE
BLAINE, MN 55434

LIBRARY BOARD MINUTES JULY 2024 - draft

The Anoka County Library Board met at the Northtown Library meeting room on July 24, 2023. Present were Board Members: Burns, Case, Fast, Fillbrandt, Kost, Strombeck and Orpen.

Absent: Commissioner Jeppson

Also, present: Colleen Haubner, Library Director; Benjamin Coburn, Assistant Library Director; Dee Guthman, Deputy County Administrator; Rob Yount, Assistant Anoka County Attorney; Sarah Hawkins, Manager, Collection Development; Erin Straszewski, Manager, Community Engagement; Ronda Bliss, Administrative Assistant.

Meeting was called to order by Board President Orpen at 5:30 p.m. and a quorum was present.

ROLL CALL

	Present	Absent
Burns	x	
Case	x	
Fast	x	
Fillbrandt	x	
Kost	x	
Strombeck	x	
Orpen	x	

AGENDA

The board unanimously approved the agenda as presented.

OPEN FORUM

There were no members of the public present for the open forum.

LIBRARY IMPACT STORY

Haubner presented the library impact story.

CONSENT AGENDA

On a motion by Case, second by Fillbrandt the consent agenda was approved unanimously.

June 26, 2023, Library Board Minutes approved.

Gifts for June of \$ 747.94 were accepted.

Bills for the month of June totaling \$106,824.22 were paid.

ACTION ITEMS

There were no action items this month.

INFORMATION ITEMS

WHAT'S HAPPENING AT AONKA COUNTY LIBRARIES IN PROGRAMS AND EVENTS

Straszewski demonstrated how to navigate the public website to access programming and activities that are happening at the library. With the next board packet, a link will be provided to the calendar to see what is happening at the libraries for the upcoming month.

2nd QUARTER STATISTICS

Hawkins reviewed the second quarter statistics.

2023 BUDGET UPDATE

Haubner gave an update on the budget. For 2023 we are right on track.

BOOKS BY MAIL

Coburn reported that there are going to be some changes to books by mail service at the end of July.

LIBRARY DIRECTOR'S REPORT

1. Anoka County Library Advisory Board – the resolution passed at the last County Board meeting, however, there will be an amended resolution at the next county board meeting to provide clarification of the Library Advisory Board to include the board term limit information and the continuation of the current board members.
2. Discussion about a proposal to change the location of the meetings for the months of August, September, November, and December. All members agreed to try LSS for next month's meeting.
3. Bylaws and Policy committee met, and the final drafts will be brought to the board when they are completed.

FUTURE TOPICS

There were no requests.

Next meeting will be at LSS board room on August 28, 2023, at 5:30 p.m.

ADJOURNMENT

The meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Ronda Bliss
Administrative Assistant

Accounts Payable Transactions
July 1 thru July 31, 2023

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
ANOKA COUNTY MN	62275 - State Internet Connectivity	Annual Broadband Connectivity Services	9,600.00
ANOKA COUNTY MN	62277 - Fiber Service Allocation	Annual Broadband Connectivity Services	43,200.00
ASSOC OF MINNESOTA COUNTIES AMC	61355 - Conf, Conventions & Mtgs-Staff		258.00
BAKER AND TAYLOR LLC	61575 - Library Books & Materials		30,954.46
DEMCO	61149 - General Supplies	Booktruck wheels	423.86
GALE CENGAGE LEARNING	61575 - Library Books & Materials		503.85
INGRAM LIBRARY SVCS LLC	61575 - Library Books & Materials		7,150.41
LAKE AGASSIZ REGIONAL LIBRARY	61575 - Library Books & Materials		15.00
MIDWEST TAPE	61575 - Library Books & Materials		4,167.57
OCLC INC	61575 - Library Books & Materials	Cataloging and metadata subscriptoin	31,113.98
OVERDRIVE INC	61575 - Library Books & Materials	ebooks	39,438.75
OVERDRIVE INC	63710 - Dedicated Donations Expense	ebooks purchased with donation money	740.82
PROTEC DESIGN	61149 - General Supplies	Locker fobs	2,680.00
SAMS TECHNICAL PUBLISHING LLC	61575 - Library Books & Materials		700.00
SCHOLASTIC INC	63710 - Dedicated Donations Expense	Summer reading prizes/friends money	1,450.66
STAR TRIBUNE	61549 - Program Expense	23010010 - MELSA Other grants	4,500.00
TECH LOGIC CORP	61251 - R & M Equipment & Other	Service call	1,547.52
T MOBILE	61572 - Other Library Materials	Hotspots for service 5/21-6/20/2023	1,709.64
STATE OF MN REVENUE	25550 - Sales Tax - Due to State		286.99
STATE OF MN REVENUE	25599 - Sales Tax-Transit Improv .25%		10.41
THE BAKKEN MUSEUM	61549 - Program Expense	23010010 - MELSA Other grants	240.00
KOST, VIRGINIA	63362 - Expenses-Board & Advisory Comm		50.00
MARCO TECHNOLOGIES LLC	62124 - Leases & Rentals		4,668.93
PCARDS	61101 - Small Equipment	\$1,444.50 is for STF letters	1,654.30
PCARDS	61148 - Program Supplies	23010010 - MELSA Other grants	179.33
PCARDS	61149 - General Supplies		547.00
PCARDS	61549 - Program Expense		534.75
PCARDS	61549 - Program Expense	23010010 - MELSA Other grants	257.66
PCARDS	61549 - Program Expense	23011204 - MELSA MN Legacy Grant	19.38
PCARDS	61575 - Library Books & Materials		4,602.72
PCARDS	63710 - Dedicated Donations Expense	Bookclub Friends \$	64.39

ORPEN, RICHARD	63362 - Expenses-Board & Advisory Comm		50.00
HLP LLC	62101 - Rental-Buildings		6,038.33
FAST, CAROL	63362 - Expenses-Board & Advisory Comm		50.00
AMK RESEARCH SERVICES LLC	61549 - Program Expense		300.00
TREETOP PRODUCTS INC	61101 - Small Equipment	Bench for CEN	929.79
CASE, BARB	63362 - Expenses-Board & Advisory Comm		50.00
LIBRARY IDEAS LLC	61575 - Library Books & Materials		3,158.88
STROMBECK, TRACY	63362 - Expenses-Board & Advisory Comm		50.00
FILLBRANDT, SARA	63362 - Expenses-Board & Advisory Comm		50.00
BURNS, MEAGHAN	63362 - Expenses-Board & Advisory Comm		50.00
JORGENSEN, RACHEL	61549 - Program Expense		300.00
PATRON POINT INC	63066 - Software, SaaS, & Maintenance	Patron Annual subscription	22,405.00
XCOMM	61575 - Library Books & Materials		263.66
OXFORD UNIVERSITY PRESS	61575 - Library Books & Materials		850.00
ARTHUR LAKES LIBRARY	61575 - Library Books & Materials		15.00
MURPHY, JORJEAN M	61475 - Employee Mileage Reimbursement		1.31
HOGDAL, KIM	61475 - Employee Mileage Reimbursement		7.21
BOELLSTORFF-WILLIAMS, ANN M	61475 - Employee Mileage Reimbursement		7.21
SMALLEY, JASON R	61475 - Employee Mileage Reimbursement		91.71
MCKENZIE, DAWN M	61475 - Employee Mileage Reimbursement		7.86
WAGMAN, PAMELA K	61475 - Employee Mileage Reimbursement		2.62
SZUREK, NICOLE L	61475 - Employee Mileage Reimbursement		27.52
BOISSEAU, GABRIELLE M	61475 - Employee Mileage Reimbursement		7.21
HADLEY, ALYSSA N	61475 - Employee Mileage Reimbursement		3.94
Overall - Total for July			227,987.63



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

August 28, 2023

AGENDA ITEM NO: E
AGENDA ITEM: Receive/Acknowledge Gifts

ACTION REQUESTED / RECOMMENDATION:
Accept and acknowledge gifts received during the current month.

BACKGROUND INFORMATION:

Gifts received:
\$ 487.08 July Book cart
\$100.00 from Karen McCulloch in memory of John Yu
\$25.00 from Jean Trocke memory of Pat Fiala for Mississippi Library

Volunteer Hours July: Volunteer Hours: 214
Volunteer Hours: 207.50

Bills approved in the month of July: \$227,987.63

	YES	NO
Burns	_____	_____
Case	_____	_____
Fast	_____	_____
Fillbrandt	_____	_____
Kost	_____	_____
Orpen	_____	_____
Strombeck	_____	_____



Anoka County

LIBRARY

Ideas, Information, Inspiration.

Branch Library Report: **Centennial Library**

Submitted by: Mary Healy, Library Branch Manager

08/21/2023

PERTINENT DEMOGRAPHICS AND BRANCH DESCRIPTION

- Medium sized branch just under 13,000 sq ft
- 4 years since our grand re-opening in 2019
- Serving the communities of Circle Pines, Lino Lakes, Centerville, Lexington but also see visitors from nearby Blaine, Shoreview, and Hugo.
- Serve the Centennial ISD 12
- IQ kitchen, 3D printer, and other maker equipment
- Offer access of the Community Room Space outside regular library hours.

PROGRAM HIGHLIGHTS AND SUCCESS STORIES

- Reading Bridge Program- Recruiting and training 18 new volunteers and helping over 40 students since last fall. Summer session was a success with additional daytime offerings.
- Adaptive Teen cooking program including Teen Buddy helpers.
- Local Author visit-Michael Allan Mallory

OPPORTUNITIES AND ASPIRATIONS

- Rental of IQ kitchen for community members
- Business classes with Quad Chamber
- Teen programming

LIBRARY SERVICES, EVENTS & PARTNERSHIPS HIGHLIGHTS

- Partnership with Quad Press -Movers and Shakers articles
- Wargo Nature Center and permanent Story Walk installation.
- Centennial Area Food shelf- Recycled Reads program
- Centennial ISD 12- ECFE and School events. ECFE info table at the library. Membership on CEAC board.

CHALLENGES AND SUPPORT NEEDED

- Rebuild connections with teens.
- Programming and Outreach offerings versus staffing capacity
- Supporting Strategic plan versus capacity to do so.



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: August 28, 2023

2023-004

ACTION REQUESTED	Consider approving the following policies reviewed, revised and recommended by the Library Board Policy Committee: Collection Development and Management Policy Request for Reconsideration Policy Request for Reconsideration Form Photography and Videography Policy
BACKGROUND	Policies are reviewed by the Library Policy Review Committee every 4 years. We have added the Photography and Videography Policy and all other policies were updated to reflect current library practices.
RECOMMENDATIONS	Recommend the Board approve the policy changes that the Policy Committee are proposing. See attached policies for your review.

POLICY WEBSITE CONTENT & LAYOUT SUMMARY

Supporting the Library

		Review
<i>Donation Policy</i>	*clarified and condensed	September
<i>Friends of the Library</i>	*reference Friends of the Library and link to donate will be added to the donate page.	N/A
<i>Volunteers</i>	* Link to the volunteer page	N/A
<i>Donate</i>	*Donate Link will have the same info as Donation Policy with exception of the board responsibility	September

Building the library Collection

<i>Collection Development and Management Policy</i>	*add Display of Materials and Resource Policy * Move Intellectual Freedom Here	August
<i>Lending Policy</i>	*Removed, covered in collection development and borrowing policy	N/A
<i>Freedom to Read</i>	*copied and revised to current ALA version	complete
<i>Freedom to View</i>	*copied and revised to current ALA version	complete
<i>Library Bill of Rights</i>	*copied and revised to current ALA version	complete
<i>Request for Reconsideration Policy</i>	*Reviewed and Revised	August
<i>Request for Reconsideration Form</i>	*Reviewed and Revised	August

Borrowing Library Materials

<i>Library Card Policy</i>	*clarified and condensed	complete
<i>Patron Data Privacy Policy</i>	*clarified and separated from bylaws	complete
<i>Borrowing Policies</i>	*Clarified and Condensed: Includes: *Library Card, Borrowing, Renewing, Returning, Overdue, Lost or Damaged Materials, other charges	In Progress

Using the Library

<i>Patron Code of Conduct Policy</i>	*Clarified and Condensed. Removed Patron Library Use Policy	complete
<i>Reserving and Using Library Room Policy</i>	*No Change	complete
<i>Reserving and Using the IQ Kitchen Policy</i>	*No Change	complete
<i>Internet Public Use Policy</i>	*No Change	complete

Fees

<i>Fee and Fine Policy</i>	*Clarified and Condensed. Moved rules to Borrowing policy	September
<i>Fee and Fine Schedule</i>	*Clarified and Condensed. Fee list only.	September

General Facility Policies

<i>Distribution of Free Publications and Community</i>	*clarified and condensed	Complete
<i>Exhibit Policy</i>	*clarified and condensed	Complete
<i>Photography and Videography Policy</i>	*Added	August
<i>Security Camera Policy</i>	*Clarified and now separate policy.	Complete
<i>Library buildings and grounds</i>	*Removed from Bylaws misc. parking, grounds, flags	Complete

CONTINUED ON NEXT PAGE

Bylaws

In progress, will be presented at Sept. Library Board meeting

September

Accessibility

stays separate link and includes Books by Mail and other assistive options

Complete

Link to Books by Mail page with more detail

Collection Development and Library Resources Policy

Purpose

The purpose of the Anoka County Library's Collection Development and Library Resources policy is to guide its staff and to inform Patrons about the principles upon which selections are made. It provides staff the goals and guidelines to assist in choosing from a vast array of available materials and then relies upon staff judgement to responsibly execute its intent. Its primary objective is to ensure that public monies are spent wisely so that the library can provide relevant materials in sufficient supply to meet public demand and make the library a dependable resource. Free and convenient access to the world of ideas, to information, and to the creative experience is of vital importance to every citizen today. Library staff build and maintain patron-focused collections and resources by anticipating and responding to community needs and expectations. Specific procedures for the collection are contained in the Library's Collection Development Manual.

Definition of Patron: Library users, library staff member, library volunteer, administrator, board member, local community member, elected official, or government employee.

Definition of Collection: The Library collection may include materials and resources 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.

Definition of Library Resources: Library resources include, but are not limited to, print, non-print, and electronic materials, displays, exhibits, Library social media posts, programs, and services.

Collection Development Goals

- To provide a diverse, broad range of cultural materials to promote an enlightened community and to enrich personal lives.
- To provide popular materials to support community recreation.
- To provide up-to-date informational materials to support the community need for lifelong learning and continuing education.
- To foster a lifelong interest in reading and discovery.
- To provide support for educational, civic, and cultural activities of groups and organizations.
- To collect items contributing to the knowledge of local history and/or of permanent value.
- To anticipate future needs of the community and to provide thoughtful interpretations of the past.

Use of the Library's Materials and Library Resources

Purpose of access

Library materials and resources are available for free access to all visitors of Anoka County Library. As per Minn. Stat. § 134.001, Subd. 2, patrons may check out library materials and resources free of charge, restricted only by necessary circulation rules.

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, resources, 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 available to patrons, 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, except as required by law.

Responsibility for the Selection of Library Materials

Library Director

The ultimate responsibility for selection of library materials rests with the Library Director.

Budget for Materials

The securing and allocation of budgeted funds for materials is approved annually by the Library Director upon the recommendation of the Library Collection Development Manager.

Materials Selection Personnel

The Library Director will delegate authority to interpret and apply the policies in daily operation to the Library Collection Development Manager and designated staff who have responsibility for selecting materials and maintaining the collection within budgetary allocations, subject to the review and approval of the Library Director.

Professional judgment

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

- Handle all requests equitably.
- Understand and respond to Anoka County demographics and needs, as well as the societal and technological environment.
- Recognize that materials of varying complexity and format are necessary to serve all members of the community.
- Balance individual and community needs.
- Seek continuous improvement through ongoing measurement; and
- Document, but disregard as a stand-alone consideration, anticipated approval, or disapproval by person(s) or groups.

Method of Selection

Anoka County Library purchases materials from a wide variety of sources. Acquisitions and selection decisions are made in a manner most efficient and cost effective for the Library. Vendors, publishers, and authors may submit written or electronic information for consideration. The Library does not select through unsolicited materials preview; unsolicited telephone orders, or other processes that require return of materials not selected. Materials sent to or given to the Library for purchase consideration will be treated as donations and will not be acknowledged or returned.

Guidelines for the Selection of Materials

To develop and maintain an excellent collection, materials are evaluated according to one or more of the following criteria. An item may be included or excluded on any one or more of the following criteria:

Currency

1. Authority

2. Suitability of subject and style for intended audience.
 - a. Materials are purchased for the independent learner rather than curriculum materials designed for the more formal student.
 - b. General treatments are chosen over those that are specialized, scholarly or primarily for professional use.
3. Cost, in relation to the wise use of available resources.
4. Favorable information in published critical reviews or bibliographies.
5. Present and potential relevance to community needs and/or local interest.
6. Recommendation for Purchases.
 - a. The Library welcomes patron's suggestions for material purchases and will promptly consider recommendations. Requests will be considered for purchase using the established selection procedures and the Collection Development Policy. Policy and budget may limit the ability of Anoka County Library to provide all requested materials. A reliable review for each title is desirable before a decision is made to purchase the material for the library collection. Whenever possible, Interlibrary Loan will be offered for items not purchased.
7. Mix of materials
 - a. The Library recognizes an obligation to provide a wide variety of materials for general education, recreation, culture, and information, including a representative sampling of experimental and ephemeral materials.
8. Subject completeness
 - a. The Library will make available a representative selection of materials on subjects; it will not seek to acquire all the materials on any given subject. Instead, the Library will attempt to provide those materials through interlibrary loan as needed.

Relationships to Other Libraries, Library Systems, & Library Services Affecting Collection Development

The Library recognizes resources of other libraries in the area and shall not needlessly duplicate materials. Anoka County Library selection staff will also consider state and national holdings of materials when making retention decisions. No library is able to purchase all materials needed by its patrons; therefore, materials not owned by the library will be 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.

Cataloging & Placement of Library Materials

Anoka County Library participates in a library community that agrees on standards for cataloging and classification that enable greater resource sharing and accessibility. The majority of items in the collection will not be assigned to a specific library location. The Integrated Library System in use at Anoka County Library allows staff to float the majority of the collection. A floating item's location will automatically be changed to the library where the item is checked in. A small number of items may be assigned and not float at the discretion of Library Staff. Unless otherwise specified, materials purchased with local or grant funds designated for a specific Anoka County Library location will be assigned to that location for at least one calendar year.

Labeling

To promote general availability of Library materials and resources, 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.

Displays of Library Materials

In efforts to raise awareness or highlight various materials, from time to time, materials owned by the library may be placed on display. Topics for displays are planned, organized, and implemented by staff at each location.

Staff will select display topics, materials and accompanying resources in accordance with the following criteria:

- community needs and interests.
- format and style are suitable for intended audience.
- historical or educational significance.
- appropriateness to seasonal events or holidays.
- relation to current events.
- connection to other community or national programs, exhibitions, or events.
- relation to library collections, resources, exhibits, and programs.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library initiated displays of materials, as well as offer displays that appeal to a range of ages, interests and information needs. Placing materials on display does not constitute an endorsement by the Library of the content of the display or any of the views expressed in the materials on display.

As libraries have limited space for display, while efforts will be made to place displays near the section where its materials typically are placed, displays may occasionally be placed in more central areas and/or may contain materials for multiple age groups.

Use of Unowned Materials

The Library will not permanently house material owned by others. It may use those materials for exhibits or under the terms of a specific contract to gain access to material which would benefit the public. See Exhibit Policy.

Collection Management (De-Selection)

Collection Management is the systematic evaluation of the collection designed to facilitate the repair or withdrawal of damaged, unused, or obsolete materials from the collection. 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. Anoka County Library staff members perform continuing analysis of the use of the collection, the needs and interests of the community, request lists, the availability of similar materials, cost, and physical condition of specific volumes. These factors will be considered in determining the number of copies of each title Anoka County Library should have and when an item should be replaced, repaired, or withdrawn. Selection staff will review all last copy removals to determine local, regional, or national value. A title may be retained if it is deemed valuable on one of these levels. De-selected materials may be sold or otherwise disposed of as permitted by law.

As a guide, items are identified for withdrawal when they are:

- Factually inaccurate or obsolete.
- Damaged or worn beyond repair.
- No longer in demand as evidenced by circulation history.

- Superseded by a new edition or a better title on the topic.
- Of no discernible literary or topical merit.
- Irrelevant to the needs of the community served.
- Available elsewhere through reciprocal borrowing or interlibrary loan.

Intellectual Freedom

The Library has the responsibility to serve all the residents of its community. It hereby adopts the philosophy that a public library will not curtail what an individual may or may not read, see, or hear. The Library strives to make available a representative selection of materials on subjects of interest to its patrons, including materials on various sides of controversial questions to enable patrons to make up their own minds about controversial subjects.

The Library does not endorse particular beliefs or views; nor is the selection of any given material equivalent to sanction of the author's views.

The Library is aware that one or more persons may take issue with the selection of any specific item in the collection and/or display of library materials and will consider any expression of opinion by patrons. However, the Library does not undertake the task of pleasing all patrons by the elimination of items or displays selected after due deliberation under guidance of the policies expressed herein. Anticipated approval or disapproval by persons or groups will not be considered in the selection process or in the decision to place material on display.

Materials are selected on the basis of the content as a whole and without regard to the personal history of the author, composer, or producer. Each work is considered on its own merit.

The Library incorporates as part of its policies the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement.

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 explore materials and resources and to guide those selections according to their individual values. Materials and resources in the library will not be restricted by the possibility that they may come into the possession of children.

Controversial Materials

Anoka County Library recognizes some library materials and resources might be controversial and certain items may be offensive to some patrons. The selection of materials and resources will be based upon the merits of the work 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.

Process

This policy is reviewed by the Library Advisory Board (or a committee thereof) every four (4) years, or more frequently when deemed appropriate. The Library Advisory Board may recommend proposed changes subject to final approval by the Library Director and the Anoka County Board of Commissioners.

Policy History

Date Approved: xx

Next Review Date: xxx

Request for Reconsideration Policy

The following procedures will be followed to process a "Request for Reconsideration of Library Resource or Material."

Patron Responsibility

The Library recognizes a Patron may have a concern about a material or library resource. A concerned Patron who is dissatisfied with informal discussions will be offered a Request for Reconsideration form ("Request") by Library staff and must complete that form to continue the process.

1. The Patron must fill out the Request in its entirety and may attach any supporting documentation they wish the Library to consider.
2. The Library will not accept Requests from patrons who reside outside of Anoka County. Patrons wishing for an exception to the residency requirement may submit a written petition to the Library Director. The patron should explain why they have a vested interest in the Library and the community it serves. The Library Director has sole discretion to grant an exception to the residency requirement.
3. The Patron may not have more than 5 active Requests at one time.
4. The material or resource will remain in place during the reconsideration process.

Staff Responsibility

Staff shall promptly forward any Requests received to the Reconsideration Committee Chair. The Reconsideration Committee is a staff committee appointed by the Library Director.

1. Committee Chair will acknowledge receipt of submitted Requests.
2. The Committee will meet quarterly to review pending Requests received at least fifteen (15) business days before the scheduled meeting.
3. Committee Chair will provide the committee with a summary on the material being reconsidered, including the rationale for its initial selection, if known.
4. Committee may request additional information from the Patron as they deem appropriate.
5. Committee will review the Request to consider whether the material or resource in question follows the criteria of the Collection Development and Management Policy.
6. Committee will render a written decision within fifteen (15) business days of considering the Request. The decision will be mailed to the Patron.
7. All Reconsideration Committee decisions require the final approval of the Library Director or their designee.

Conference with Library Director

Patrons who are not satisfied with the Reconsideration Committee response may submit a written appeal to the Library Director within fifteen (15) business days of receiving the committee's decision.

1. The Library Director will schedule a conference with the Patron to discuss and review the committee's decision.
2. At the conclusion of the conference, the Library Director will summarize the conference and render a verbal decision.
3. If the Patron wishes to appeal the Library Director's decision, the Library Director will render a written decision within fifteen (15) business days concerning the retention or removal of the material or resource. The decision will be mailed to the Patron.

Library Advisory Board Meeting

In the event the Patron is not satisfied with the Library Director's decision, the Patron may submit a written appeal to the Library Advisory Board within fifteen (15) business days of receiving the Library Director's written decision. The Patron may request to appear before the Library Advisory Board at the next regularly scheduled meeting, subject to notice timeline requirements of the Open Meeting Law.

1. Library Advisory Board will provide the Patron with up to ten (10) minutes to present their concerns at the regularly scheduled meeting.
2. Library Advisory Board will take the matter under advisement and will render its final recommendation to the Library Director as soon as practicable.
3. Following the Advisory Board's recommendation, the Library Director will render the final decision. The patron will be notified of the decision and the decision will be entered into Advisory Board minutes.
4. The decision of the Library Director is final and remains in effect for a period of five (5) years, barring any changes to state or federal law that would void the decision.

Process

This policy is reviewed by the Library Advisory Board (or a committee thereof) every four (4) years, or more frequently when deemed appropriate. The Library Advisory Board may recommend proposed changes subject to final approval by the Library Director and the Anoka County Board of Commissioners.

Policy History

Date Approved: xxx

Next Review Date: xxx



Anoka County

LIBRARY

707 County Rd. 10 NE
Blaine, MN 55434-2398

Phone (763) 324-1500 Fax (763) 324-1389

Request For Reconsideration

Request for Reconsideration of Library Resource or Material

Type or print legibly. Unsigned, illegible, or incomplete forms will not be considered.

Privacy Notice: Data provided on this Request for Reconsideration, including data about the requester, may be considered public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

Request initiated by:

Name First

Last

email:

Phone:

Cell

Home or work phone

Are you a resident of Anoka County?

Yes No

Address:

Street

Apt#

City

Zip

What is your comment in regard to:

- Printed Material
- Gap in materials or resources
- Video/Audio Recording
- Library Program
- Display
- Social Media
- Electronic Resource
- Other _____

Where did you first notice the material or resource:

- Social Media
- Name of Library _____
- Other _____

Title:

(if applicable)

Author/Producer:

(if known)

What brought this issue to your attention?

Did you read, watch, or review, the entire resource or material? Yes No

If not, which sections?

Explain your understanding of the intent or purpose of the material (to educate, to entertain, etc.) and for what audience it was created.

What concerns you about the material or resource? How will the material or resource affect the Anoka County community? (Be specific - include citations or quotes for materials.)

What action are you requesting the committee consider? Relocation Removal Purchase a title previously denied for purchase Other _____

I have read ACL's Collection Development Policy, Request for Reconsideration Policy, and supporting documents.

Signature _____

Date _____

STAFF USE ONLY

Name of Staff & Building receiving initial complaint: _____

Date Reconsideration Form was given to Patron: _____

Name of Staff & Building completed form delivered to: _____

Date completed form was delivered to building: _____

FORWARD THIS COMPLETED FORM TO LIBRARY DIRECTOR IMMEDIATELY

Photography and Videography Policy

In order to provide all Library patrons with the safest and most pleasant library experience, those wishing to use cameras and/or recording equipment, including cell phones, within Anoka County Library facilities must have their request approved in advance by the Library Director or their designee.

Photography or filming must avoid capturing identifiable likenesses of individuals without permission. All individuals photographing or filming on Library property must honor requests of individuals not to be included in photos or film.

Photos or filming of minors is prohibited without the explicit permission of the parent or legal guardian of the child.

Those not following this policy may be asked to put away their equipment or leave the library.

Library access by photographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have upon other patrons.

Anoka County Library staff has the right to photograph, film and record library events and patrons for promotional use only in print, online and video. Visitors to the library, or anyone participating in any library event being captured on film or by photograph, will be advised verbally or through signage that their participation acts as consent to being photographed, filmed, or recorded, unless they indicate otherwise to library staff.

Process

This policy is reviewed by the Library Advisory Board (or a committee thereof) every four (4) years, or more frequently when deemed appropriate. The Library Advisory Board may recommend proposed changes subject to final approval by the Library Director and the Anoka County Board of Commissioners.

Policy History

Date Approved: 2023

Next Review Date: July 2027