



Anoka County
LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

LIBRARY ADVISORY BOARD MEETING

****Location Change****

Library Support Services

707 County Rd 10 NE

Blaine, MN

Board Room

September 25, 2023

5:30pm

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



ANOKA COUNTY LIBRARY ADVISORY BOARD AGENDA
September 25, 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 approving the following Action Items:

1. Adopt Library Advisory Board Bylaws. See Action Item 2023-05
2. Election of Officers. See Action Item 2023-06
3. Approve updated policies. See Action Item 2023-07

G. Consider the following Information Items:

1. Emergency Connectivity Fund Update
2. Summer Adventures

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 AUGUST 2023 draft

The Anoka County Library Board met at the LSS Board room on August 28, 2023. Present were Board Members: Case, Fillbrandt, Kost, Strombeck, Orpen, Commissioner Jeppson, and Fast arrived at 5:37 p.m.

Absent: Burns

Present Via Webex: Dee Guthman, Deputy County Administrator

Also, present: Colleen Haubner, Library Director; Benjamin Coburn, Assistant Library Director; Rob Yount, Assistant Anoka County Attorney; Sarah Hawkins, Manager, Collection Development; Erin Straszewski, Manager, Community Engagement; Dana Weigman, Supervisor, Administrative Services; Mary Healy, Library Manager, Centennial Branch; 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

Healy presented the library impact story.

Fast arrived 5:37 p.m.

INFORMATION ITEMS

LIBRARY MANAGER REPORT

Healy provided the Centennial Branch report.

ADAPTIVE PROGRAMMING

Commissioner Jeppson and Straszewski gave an update on the adaptive programming offered at several libraries.

CONSENT AGENDA

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

July 24, 2023, Library Board Minutes approved.

Gifts for June of \$ 612.08 were accepted.

Bills for the month of July totaling \$227,987.63 were paid.

ACTION ITEMS

Action Item 2023-004, Policy Updates.

On a motion by Strombeck, second by Fillbrandt the following policy updates were approved unanimously:

Photography and Videography

Collection Development and Management

Request for Reconsideration

LIBRARY DIRECTOR'S REPORT

1. Board Meeting frequency – discussion and vote at September Meeting for the frequency of meetings.
2. Request for theme or topics for the joint library advisory board meeting with the County Board Commissioners in October.

FUTURE TOPICS

There were no requests.

Next meeting will be at LSS board room on September 25, 2023, at 5:30 p.m.

ADJOURNMENT

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Ronda Bliss
Administrative Assistant

Accounts Payable Transactions

August 1 thru August 31

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
BAKER AND TAYLOR LLC	61575 - Library Books & Materials		35,099.77
GALE CENGAGE LEARNING	61575 - Library Books & Materials		874.13
HEINRICH ENVELOPE CORP	61149 - General Supplies		0.00
INGRAM LIBRARY SVCS LLC	61575 - Library Books & Materials		9,235.63
MIDWEST TAPE	61575 - Library Books & Materials		5,931.94
OVERDRIVE INC	61575 - Library Books & Materials	EBOOKS	33,996.58
OVERDRIVE INC	63710 - Dedicated Donations Expense	EBOOKS Dedicated Dionation Money	547.94
PRESTO GRAPHICS INC	61549 - Program Expense		570.19
PRESTO GRAPHICS INC	61549 - Program Expense	23010010 - MELSA Other grants	439.53
PRESTO GRAPHICS INC	61549 - Program Expense	23011204 - MELSA MN Legacy Grant	452.30
T MOBILE	61572 - Other Library Materials	23010001 - MELSA Equalization Grant	1,854.43
PITNEY BOWES RESERVE ACCOUNT	62231 - Postage	Refill Postage	2,000.00
STATE OF MN REVENUE	25550 - Sales Tax - Due to State		362.53
STATE OF MN REVENUE	25599 - Sales Tax-Transit Improv .25%		13.19
DAKOTA COUNTY MN	61575 - Library Books & Materials		17.00
THE BAKKEN MUSEUM	61549 - Program Expense	23010010 - MELSA Other grants	240.00
KOST, VIRGINIA	63362 - Expenses-Board & Advisory Comm		50.00
PERMACARD	61149 - General Supplies		1,715.60
FERRIS, HEIDI	61549 - Program Expense	23010010 - MELSA Other grants	1,250.00
MARCO TECHNOLOGIES LLC	62124 - Leases & Rentals		696.52
PCARDS	61101 - Small Equipment		350.48
PCARDS	61149 - General Supplies		4,989.15
PCARDS	61251 - R & M Equipment & Other		307.20
PCARDS	61355 - Conf, Conventions & Mtgs-Staff		120.00
PCARDS	61355 - Conf, Conventions & Mtgs-Staff	23012302 - Research Inst Public Libr Trav	752.85
PCARDS	61549 - Program Expense		1,356.34
PCARDS	61549 - Program Expense	23010010 - MELSA Other grants	2,874.68
PCARDS	61549 - Program Expense	23012301 - Library Serv & Tech - Read Brg	823.92
PCARDS	61575 - Library Books & Materials		7,116.96
PCARDS	62231 - Postage		58.97
PCARDS	63710 - Dedicated Donations Expense		1,406.36
ORPEN, RICHARD	63362 - Expenses-Board & Advisory Comm		50.00
HLP LLC	62101 - Rental-Buildings		6,038.33

PROFESSIONAL DEVELOPMENT ACADEMY LLC	61355 - Conf, Conventions & Mtgs-Staff		1,083.33
FAST, CAROL	63362 - Expenses-Board & Advisory Comm		50.00
QUIPU GROUP LLC	63066 - Software, SaaS, & Maintenance	23010003 - MELSA Formula Payment Grant	1,184.00
CASE, BARB	63362 - Expenses-Board & Advisory Comm		50.00
STROMBECK, TRACY	63362 - Expenses-Board & Advisory Comm		50.00
FILLBRANDT, SARA	63362 - Expenses-Board & Advisory Comm		50.00
JORGENSEN, RACHEL	61549 - Program Expense		300.00
MARCO TECHNOLOGIES LLC	62124 - Leases & Rentals		1,671.90
MATTISON, ANDREA	61549 - Program Expense		100.00
HEDLUND, OLIVIA M	61476 - Other Travel Expense		74.96
HEDLUND, OLIVIA M	61477 - Meals & Lodging		866.70
BOELLSTORFF-WILLIAMS, ANN M	61475 - Employee Mileage Reimbursement		17.04
SMALLEY, JASON R	61475 - Employee Mileage Reimbursement		16.38
SHAFTO, LIZA L	61475 - Employee Mileage Reimbursement		25.55
WEIGMAN, DANA L	61355 - Conf, Conventions & Mtgs-Staff	23012302 - Research Inst Public Libr Trav	28.27
WEIGMAN, DANA L	61475 - Employee Mileage Reimbursement	23012302 - Research Inst Public Libr Trav	168.34
MCKENZIE, DAWN M	61475 - Employee Mileage Reimbursement		9.83
THAO, MAO L	61475 - Employee Mileage Reimbursement		5.24
RASMUSSEN, PATANA N	61475 - Employee Mileage Reimbursement		22.28
SZUREK, NICOLE L	61475 - Employee Mileage Reimbursement		60.27
LASHINSKI, CHRISTINE S	61475 - Employee Mileage Reimbursement		53.72
BOISSEAU, GABRIELLE M	61475 - Employee Mileage Reimbursement		0.66
BELLER MCKENNA, LYDIA A	61475 - Employee Mileage Reimbursement		39.31
LARSON, DYLAN Z	61475 - Employee Mileage Reimbursement		35.38
SCHUMANN, BRITTA R	61475 - Employee Mileage Reimbursement		14.41
WELLMAN, BRANDON D	61475 - Employee Mileage Reimbursement		5.24
Overall - Total for August			127,575.33



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

September 25, 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:
\$100.00 from the Brown family in honor of Te Te (Nancy Yee Litt) for Northtown Library
\$645.30 August Book Cart

Volunteer Hours August: Volunteer Hours: 216.00
Volunteer Hours: 132.00

Bills approved in the month of August: 127,575.33

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



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: September 25, 2023

2023-005

ACTION REQUESTED	Consider approving the Bylaws of the Anoka County Library Advisory Board.
BACKGROUND	The Anoka County Advisory Board bylaws have been condensed in accordance with Advisory Board function and responsibilities. All policies have been removed and will be separate from the bylaws going forward.
RECOMMENDATIONS	Recommend the approval of the Bylaws of the Anoka County Library Advisory Board.

**ANOKA COUNTY
LIBRARY ADVISORY BOARD
BYLAWS**



Anoka County
LIBRARY

Ideas, Information, Inspiration.

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

PREAMBLE

WHEREAS, pursuant to Minn. Stat. § 134.115, the Anoka County Board of Commissioners established the Anoka County Library Advisory Board ("Library Board") to provide advice and make recommendations on matters pertaining to Anoka County Library ("Library") services, and to provide recommendations regarding integrated county service delivery that impacts or is enhanced by Library services.

NOW, THEREFORE BE IT RESOLVED, the Library Board hereby adopts these Bylaws to govern the exercise of its functions, powers, and duties to advise the Library.

OUR MISSION

Connect the community to ideas, information, and inspiration; and help foster knowledge, creativity, and opportunity in the county.

1. Composition of the Library Board

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).

2. Officers

1. Election time: Officers of the Library Board will be chosen at the regular January meeting and shall be as follows: President, Vice President, and Secretary.
2. Succession: An officer may succeed himself or herself, provided, that the President or Vice President may not serve more than three consecutive terms.
3. Duty of the President: The President of the Library Board shall preside at all meetings, perform the duties of a presiding officer, and represent the Library Board as appropriate.
4. Duty of Vice President: The Vice President will assume the duties of the President in his or her absence.
5. 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.

3. 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.

4. Powers and Duties

The Library Board shall provide advice and make recommendations on matters pertaining to county library services. The Library Board shall provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. The Library Board may exercise additional powers and duties as delegated by the county board.

Library Board Responsibilities:

1. Encourage innovation and creativity, foster thoughtful and strategic discussions about opportunities and challenges for the library, and support library initiatives.
2. Communicate library programs, resources, and services to the community to help increase library usage.
3. Promote the library in the community and ensure the resources available meet their needs through strategic planning.
4. Review policies and rules governing library operations, the annual operating budget, and a capital improvement plan for submission to the county board.
5. Accept donations to the library and support fundraising opportunities.
6. Review and approve account receivable monthly.
7. Participate in the reconsideration request process when decisions are challenged.
8. Provide oversight on expenditures and make recommendations to the county board through the Library Director.

5. 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 meetings 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 two minutes. At the end of the Open Forum, the Library Board will continue with the meeting agenda.

6. Offices/Location

The address of the Library Board is 707 County Rd 10 NE, Blaine, MN (Library Support Services). Regular meetings of the Library Board will be held at Library Support Services unless another location is announced. Meetings are “public meetings” under Chapter 13D of Minnesota Statutes, the Minnesota Open Meeting Law. To the extent required by law, notice of Library Board meetings will be posted on the principal bulletin board at Library Support Services.

7. 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.

8. 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 public.
3. Terms of Office: Members are appointed for three-year terms. 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. Members serve at the pleasure of the Anoka County Board of Commissioners and may be removed at any time for misconduct, neglect, or at the discretion of the county board.
6. Liability: Minnesota Statute Chapter 466 authorizes Anoka County to defend, save harmless, and indemnify any of its officers and employees (including Library Board members) from lawsuits which might be brought against them for their alleged acts or omissions occurring in the performance of their duties. The Anoka County Employee Liability Indemnification Plan is the document which sets forth the circumstances in which an employee will be covered, the amount and type of coverage, as well as the exclusions and exceptions to coverage. A library employee or Library Board member will promptly file a report about any occurrence that could result in legal action against Anoka County or the Library.

9. Duties of the Library Director

1. Appointment: The Library Director is appointed and serves pursuant to the provisions of any written or verbal agreement of employment as may be entered into.
2. The Library Director will be the executive officer of the Library Board and the Department Head of the Library. The Director will have the sole charge of the management and administration of the Library under the direction, supervision, and review of the County Administrator.
3. The Library Director will be the appointing authority for the Library staff under the provisions of the Anoka County Personnel Rules and Regulations.
4. The Library 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.
5. The Library Director, as an Anoka County department head, is responsible for working with other county departments following all pertinent Anoka County policies.
6. The Library Director will attend all Library Board meetings unless excused for approved leave.

10. 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 Advisory 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.

11. Amendments

1. Proposed amendments to the Bylaws must be distributed to Library Board members at least 10 working days before consideration by the Library Board.
2. The Library Board may approve amendments to the Bylaws at any regular or special meeting by a two-thirds affirmative vote of the full Library Board membership.

12. Effective Date

1. These Bylaws shall become effective upon adoption by a two-thirds affirmative vote of the Library Board and will remain in effect until the Library Board dissolves or as otherwise amended.
2. If a conflict arises between these Bylaws and applicable state or federal law, or other implementing regulation or county board resolution, the provisions specified in the law, regulation, or resolution shall prevail.

Date of Adoption _____

Certified by:

sis _____, Clerk

sis _____, President



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: September 25, 2023

2023-006

ACTION REQUESTED	Consider electing a Library Advisory Board President, Vice President, and Secretary
BACKGROUND	<p>Anoka County Library Advisory Board Bylaws specify that a President and Vice President shall be chosen. An officer may succeed him/herself provided that he/she shall not serve more than three consecutive terms.</p> <p>Bylaws call for the Advisory Board to appoint a secretary. A member of the Library Advisory Board must be elected for this position however, the day-to-day responsibilities may be delegated to Ronda Bliss who currently fulfills the responsibilities of this position.</p>
RECOMMENDATIONS	Recommend the Advisory Board elect a Library Advisory Board President, Vice President, and Secretary.



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: September 25, 2023

2023-007

ACTION REQUESTED	Consider approving the following policies reviewed, revised and recommended by the Library Advisory Board Policy Committee: Fees and Fine Schedule Fine and Fee Policy Donation Policy Borrowing Policy
BACKGROUND	Policies are reviewed by the Library Advisory Board Policy Review Committee every 4 years. Policies were updated to reflect current library practices.
RECOMMENDATIONS	Recommend the Library Advisory Board approve the policy changes that the Policy Committee are proposing. See attached policies for your review.

Fee and Fine Schedule - draft

Overdue Fines

Category	Daily Amount Per Item	Maximum Charge Per Item
Cataloged Materials (hardbound and paperback books, audio, magazines, video etc.)	Adult: \$0.30 Juvenile: \$0.10	Adult: \$7.00 Juvenile: \$2.00
Mobile hotspot	\$1.00	\$7.00

Lost Materials

Category	Amount per Item	Processing fee
Mobile Hot Spot	\$90.00	\$10.00
Key Card	\$20.00	
Key Fob	\$10.00	
Replacement Library Card Expired/damaged card	\$ 2.00 No charge	
Lost Materials	Retail replacement value	Pending item format

Prints/Copies on Library Equipment

Equipment Used	Fee per copy	Locations where available
Black & White Copies	\$0.10	All buildings
Color Copies	\$0.50	
Microfilm Reader Printers	\$0.10	Northtown Library

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.

Meeting Room Service Fee

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

Non-Resident Library Card - \$60.00 annually

Persons residing outside of the Minnesota State Borrower's Compact areas may purchase a non-resident card.

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: September 25, 2023

Next Review Date: September 2024

Fine and Fee Policy

The Anoka County Library Advisory 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 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. 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. Recommended changes will be referred to the Anoka County Board of Commissioners for its consideration at its semi-annual fee review hearing.

[Fine and Fee Schedule](#)

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: May 2022

Next Review Date: September 2024

Donation Policy

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.

Gifts for Special Occasions and Memorials

Monetary donations may be made to honor or memorialize a friend, family member or event. Undesignated donations of cash will be used to purchase materials, or resources most needed by the library.

Donated Materials

The library does not accept donations of books, movies, magazines, or other items to be circulated as part of the library collection. Please use the return bins only for library materials and do not leave materials meant for donation at the library.

Gifts of Equipment or Furnishings

The library may accept gifts of money to purchase library equipment or furnishings.

When accepted, all equipment or furnishings become the property of Anoka County to be used solely at the discretion of the Anoka County Library Advisory 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.

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 Advisory Board will have final responsibility for acceptance of all art donations that are valued up to \$5000.00.

Donations of art objects will be referred to a committee comprised of the Library Director, and up to three other designees appointed by the Library Director. Appropriate professionals may be consulted. The Committee will evaluate and recommend the acceptance or non-acceptance of objects and gifts of art.

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 Committee's recommendation to accept the donation has been ratified by the appropriate Board.

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 able 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.

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

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.

A consensus of the current 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.

When possible, the donor will be notified of the Library Advisory Board or County Board's final decision to de-accession an art object. The object may be:

- Returned to the donor.
- Sold
- Donated to another organization.
- Respectfully destroyed if none of the options are available.

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

Library Advisory Board Involvement

The Library Advisory Board will be notified and accept donations and memorials at its next regular meeting and provide appropriate recognition in accordance with Library policy.

When cash is received, it will be promptly deposited into the Library Fund with a full and complete accounting.

Anoka County Resolution 2023-95 delegates authority to the Library Advisory Board to accept gifts that do not exceed \$5,000.

The Library Advisory 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.

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: May 2022

Next Review Date: May 2027

Donate

Your gift to Anoka County Library will help to create a county where knowledge, creativity, and opportunity thrive. Financial donations can be made in person at a library location. Online donations can be made to the [Friends of the Anoka County Library](#).

For further information, please call the administrative office at 763-324-1500. Please print a copy of the [Donation Form \(PDF\)](#) and send the completed form along with your check to the address listed on the form.

Borrowing Policy

Borrowing

Unless otherwise specified, library materials will be loaned to patrons for 21 days. The standard library card allows patrons to have up to 100 items checked out on their account at one time. Patrons may place holds on materials and pick them up at their preferred Anoka County Library. The loan period for the library's circulating materials shall be determined by the Library Advisory 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.

Category / Type of Material	Loan Period
Standard loan period (all items not otherwise specified)	21 days
Books by Mail items	45 days
Book Club in a Bag	6 weeks

Patrons are responsible for all materials borrowed with their library card. Parents or legal guardians are responsible for all materials borrowed by their children.

Renewing

Anoka County Library will attempt to automatically renew borrowed items three days before the due date. If successful, loan periods will be extended for a full borrowing period from the existing due date. Eligible Library materials may be renewed up to four times.

An item won't renew if: another library user has requested it, the item has reached its maximum number of renewals, the patron owes more than \$10 on their account, the account is expired, or the item is ineligible for renewal.

If renewal is unsuccessful, patrons will continue to receive notices about overdue items.

Returning

Patrons may return material to any MELSA public library regardless of where the items were borrowed. All Anoka County Library branches have 24-hour book returns.

Overdues

Materials kept past the due date will accrue fines. Fine rates are based on material type. See Fee and Fine Schedule.

Overdue Collection Fees

When overdue accounts reach a set amount (currently \$75.00), they are referred to Anoka County Collections. When an account is sent to Anoka County Collections for action, their fee (currently \$10.00) is passed through to the overdue account.

Lost or Damaged Materials

Items are declared lost 30 days after the due date. Borrowers are responsible for the replacement cost (retail value plus processing fee) for lost or damaged materials. Refunds will not be made for materials which a customer has already paid. Replacement copies are never accepted as payment.

Restricted Borrowing

Patrons that owe \$10 or more in fines, may not borrow materials until the fines are paid. Checks that are dishonored and returned will be subject to recovery fees and activity on the patron library account will be restricted.

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: September 26, 2022

Next Review Date: September 2025