

HENNEPIN COUNTY

LIBRARY BOARD




The public is welcome at all library board meetings.

April 15, 2026, 5:30-7:30 p.m.

Franklin Library | Meeting Room | 1314 E Franklin Avenue | Minneapolis, MN 55404

Library Board Agenda

POLICY COMMITTEE

1. Welcome and Call to Order
2. Attendance
-  3. Approval of Agenda*
-  4. Approval of February 11, 2026, Meeting Minutes*
5. Donation Policy
6. Fee Policy
-  7. Adjourn*

 *Denotes board action item

Library Board

Jessica Kraft, President | Lynn Stetler, Vice President | Amal Karim, Secretary | Erin Brudvik | Kimberly Connolly | Michael Hogan | Kim Kang | Randy Klauk | Ashley Krohn | Rebecca Lowen | Mike Sorensen

Library Director
Scott Duimstra



HENNEPIN COUNTY

LIBRARY BOARD

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Hennepin County Library Board Policy Committee

Meeting Minutes

The Hennepin County Library Board Policy Committee met on February 11, 2026, at the Hopkins Library meeting room, 22 11th Avenue North, Hopkins, MN 55343.

Attendees

Committee Members Present: Michael Hogan (Chair), Erin Brudvik, Amal Karim, Randy Klauk, Ashley Krohn

Library Board Members Present: None.

Hennepin County Staff: Scott Duimstra, Lillian Albrecht, Tonya Depriest, JR Genett, Kelli Koob, Amy McNally, Jeff Wojciechowski

Call to Order

Chair Hogan called the Hennepin County Library Board Policy Committee Meeting of February 11, 2026, to order at 5:32 p.m. and welcomed all in attendance.

Attendance of Library Board Members

Library Board Clerk Lillian Albrecht took the roll call. The Board met the quorum with 5 committee members present.

Approval of Agenda

Motion: Ashley Krohn

Second: Amal Karim

Motion passed.

Approval of November 19, 2025, Meeting Minutes

Motion: Ashley Krohn

Second: Amal Karim

Motion passed.

Library Bill of Rights

Library Board

Jessica Kraft, President | Lynn Stetler, Vice President | Amal Karim, Secretary | Erin Brudvik | Erin Carney | Kimberly Connolly | Michael Hogan | Randy Klauk | Ashley Krohn | Rebecca Lowen

Library Director

Scott Duimstra



Attendees discussed the American Library Association's Bill of Rights and its various interpretations, specifically during conversations in November regarding the Palestinian book display. Library staff shared how this document is foundational to library work and grounds conversations with staff and patrons regarding library collections, displays, and best practices.

A motion was made to bring the policy to the full Board for approval on March 19.

Motion: Ashley Krohn

Second: Erin Brudvik

Motion passed.

[Patron Use of Library Spaces Policy](#)

Committee members continued their discussion on adding a statute prohibiting drug use in the Patron Use of Library Spaces Policy. Jeff Wojciechowski of the County Attorney's Office shared that due to complexities in drug law, there isn't a single statute the Board could refer to for their intended impact. Library staff also noted that staff feel supported by current county enforcement and preventative measures to combat drug use and ensure safe access to library resources. While the committee acknowledged drug use as an important issue facing library services, there was consensus that adding a statutory reference wouldn't materially benefit staff and the Board could explore other ways to support staff in tackling this crisis.

A motion was made to bring the policy without an additional statute for the full Board's review on March 19.

Motion: Ashley Krohn

Second: Erin Brudvik

Motion passed, with Mike Hogan voting nay.

[Adjourn](#)

There being no further business, a motion was made to adjourn the meeting at 6:28 p.m.

Motion: Amal Karim

Second: Erin Brudvik

Motion passed.

Amal Karim, Secretary

HENNEPIN COUNTY

LIBRARY

Library Board Policy Committee

April 15, 2026

5:30 – 7:30 p.m.

Franklin Library

Donation Policy

Background:

Patrons love the library and one way they express their appreciation is by generously donating gifts, both financial and material, to show their support. This policy guides both patrons and staff in ensuring there's clear understanding of the scope of what is accepted, and the roles and responsibility for accepting donations.

Two Hennepin County Board Resolutions are associated with this policy. Those resolutions delegate responsibility for accepting donations to the Hennepin County Library Board on behalf of Hennepin County.

Two Hennepin County Library Board policies are associated with this policy. These include the Collection Development and Management Policy and the Commissioned Public Art Policy.

This policy was last reviewed in 2022.

Why This is Important:

Staff across the organization refer to the Donation policy regularly. It is used by almost every library division, as donations have a broad impact on the organization. Budget and Finance work on the financial impacts of donations, library services staff field questions from patrons daily and accept donated materials in our buildings. Library operations help staff in buildings with the logistics by providing packing materials for shipping books for resale, staff from collections manage the contract for reselling books, as well as being a point of contact for staff questions about specific donated

Library Administration

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items. The Friends of Hennepin County Library works directly with local Friends groups and directly with donors on financial contributions to the library. Almost every sector of the library is impacted by donations. This policy is critical in providing the fundamental principles, roles and responsibilities for all staff involved, and it provides patrons with an understanding of what happens when they give to the library, financially or with materials.

Engagement:

Engagement for this policy was broad, reaching across the organization and connecting with staff in every area impacted by the policy. Input was gathered from staff in these areas:

- Library Services
- Collection Management
- Special Collections
- Library Operations
- Budget and Finance
- Friends of Hennepin County Library (not a division of the library)

In every meeting staff shared their appreciation for this policy. It provides clear guidance for what to do when a donation is made, and it also provides support needed to answer questions from patrons about what we do with their donations.

In my conversations, what stood out to staff was that the policy is working, however there is a level of specificity in some of the language that they asked you review and consider. Here is what was shared:

- Donations are welcomed and valued expressions of individual support for Hennepin County Library and its **mission to nourish minds, transform lives, and build community together.**
 - Recommend considering ending sentence at the word “mission” and making the word “mission” a hyperlink to the current mission statement.
 - Why: the mission statement can change before the policy is scheduled for review; noting the accurate mission is important to staff
- The third bullet point under Scope references that materials not suitable for the collection may be given to individual Friends of the Library groups for resale.
 - Recommend considering a more general statement about what we do with donated items because we also contract with Thrift Books as a reseller;
 - Why: by naming Friends of the Library groups specifically may imply they are the only source for receiving funds from donated items

Other than the two suggestions shared above, staff did not note anything within the policy that does not support the practice of accepting donations or change how they support patrons in donating to the library.

Question from Policy Committee Chair pro tem Krohn:

It was noted that the process statements for the two policies [**see Fee Policy**] are different; the question was asked – why?

- Upon review of Library Board Policies, I noted there isn't consistent language for the process section for each policy. Most policies refer to the general process:
 - This policy is reviewed by the Library Director (or designee) every **XX** years, making recommendations to the Library Board Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.
 - Additional statements included in the process section of policies referencing may include:
 - Reference to process Library Administration follows with creating/updating/maintaining Administrative policies;
 - Reference to impact of other decision makers on policy, like Hennepin County Board of Commissioners
 - Reference to any other stakeholders who may be part of the review process, such as Hennepin County Attorney

Known Changes:

- Update Mission (see note above)
- Update Review Dates

Discussion:

- After reading the draft Donation Policy, what stands out to you? What are your initial thoughts?
- What questions do you have about the policy?
- What implications does this policy have?
- Is anything missing from this policy?
- What changes may be required to this policy?

What Next:

- What further steps should be taken?
 - More information from staff?
 - Questions that require answers?
 - Ready for decision?

Donation Policy

Hennepin County Library Board Policy

Purpose

Hennepin County Library welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support the Hennepin County Library through a financial or other donation. It describes the scope of donations received and defines the roles and responsibilities for accepting donations made to the Hennepin County Library.

Principles

- Donations are welcomed and valued expressions of individual support for Hennepin County Library and its mission to **inspire, facilitate, and celebrate lifelong learning**
- Donations enhance the library's services and programs.
- Financial donations enrich Hennepin County Library but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the mission of Hennepin County Library.

Roles and Responsibilities

The Hennepin County Board of Commissioners has delegated to the Library Board the authority and responsibility to accept donations to the Hennepin County Library on behalf of Hennepin County. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.

The Library does not provide appraisals of gifts or potential gifts. All donated materials are outright gifts to the Library.

Scope and Disposition of Donations Received

- Library supporters are encouraged to make financial donations to the Friends of Hennepin County Library.
- The Library Board encourages library supporters to consider the planned giving opportunities administered by the Friends of Hennepin County Library.
- The Library may accept donated materials. The Library Board's Collection Development and Management Policy is the basis for staff decisions about adding materials to the collection. Materials not suitable for the collection may be given to individual Friends of the Library groups for resale.
- The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of Hennepin County Library, which has the authority on retention, location and disposition.

The Hennepin County Library is unable to accept donated works of art. Exceptions can be suggested by the Library Director who will bring for approval to the Library Board.

Associated Policies and County Board Resolutions

- Hennepin County Board Resolution No. 81-2-108R
- Hennepin County Board Resolution No. 96-11-695
- Hennepin County Library Board. [Collection Development and Management Policy](#)
- Hennepin County Library Board. [Commissioned Public Art Policy](#)

Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review: 2030

Date **last reviewed**: [INSERT DATE BOARD APPROVES]

HENNEPIN COUNTY

LIBRARY

Library Board Policy Committee

April 15, 2026

5:30 – 7:30 p.m.

Franklin Library

Fee Policy

Background:

This policy was once named the Fine and Fee policy. On January 1, 2021, Hennepin County Library became a “fine free” library. In 2022 that policy was revised and updated to reflect the change. The purpose of this policy includes several points; stating principles, advising scope of library fees, and describing the roles and responsibilities for establishing and administering fees.

Why This is Important:

The principles outlined in this policy share the values held by Hennepin County Library regarding the importance of our resources and their availability to the community. Providing access to these resources is core to our mission; the stewardship of these resources is a shared responsibility between patrons and staff. This policy gives a high-level overview of what that looks like.

The policy clearly communicates to patrons that they are responsible for what is checked out on their cards.

Engagement:

Engagement for this policy included:

- Library Youth Advisory Council (LYAC)
- Budget and Finance
- Library Services

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The members of LYAC held an engaging conversation about this policy. They asked many questions and shared important thoughts and comments.

- What is a fine? What was the campaign to share no more fines?
 - Most of the students were unfamiliar with fines; the history of going fine-free, along with the importance of being fine-free was discussed
- What is the incentive to get people to return books? [asked by one of the LYAC members]
 - Response from the group – to avoid fees; to be able to continue to check out books; to be a conscientious library patron
- Appreciate how specific policy is – detail is important; well done. [see below for staff comments regarding specific language]
- “I really appreciate this policy”;
 - One LYAC member shared that they understood fines from personal experience. Fines created a barrier to their ability to use the library. They had fines and their family could not afford to pay those fines. Their only solution was to keep the books and read them repeatedly because they knew they could not get any more books due to fines, meaning they could not use their library card. This student said; “a no fine policy is real nice” because it means they can use the library.
- What guidance and recommendations do you have for the Library Board Policy Committee?
 - They acknowledge that you are already doing this;
 - “Keep thinking of people’s situations – going in the right direction; there is not a stereotypical person in HC.”
 - “Policy itself is very good; one thing that could help people – could be a call to remind to return items.”

In conversations with staff they shared that overall, this policy is helpful in sharing the values and principles. They did have some recommendations for you to consider:

- **[Scope and Application – 1st paragraph]** – Last line of first paragraph: A fee will be charged to a patron’s account for items not returned within 40 days of their final due date.
 - **Why?** Too specific, recommend linking to fee page for current information
- **[Scope and Application – 2nd paragraph]**
 - **Why?** Too specific, recommend more general language, then linking to fee page current information

Known Changes:

- **Update Mission** – this policy does not include reference to the library’s mission. Would you like to consider mentioning the mission, along with a hyperlink to the current mission?
- Update Review Dates

Discussion:

- After reading the draft Fee Policy, what stands out to you? What are your initial thoughts?
- What questions do you have about the policy?
- What implications does this policy have?
- Is anything missing from this policy?

- What changes may be required to this policy?

What Next:

- What further steps should be taken?
 - More information from staff?
 - Questions that require answers?
 - Ready for decision?

Fee Policy

Hennepin County Library Board Policy

Purpose

This policy states the principles upon which fees are established; advises the acceptable scope of library fees; and describes the roles and responsibilities for establishing and administering fees.

Principles

Our overarching value is access to and stewardship of library resources:

- Hennepin County Library serves the community as a whole and strives to make its limited collection and services freely accessible to all. We are committed to reducing economic barriers to library access and use.
- Patrons are responsible for the materials they borrow. When materials are returned late or are lost, they are no longer available for others.
- The library is a publicly funded institution and will establish fees and fines only after a public hearing. As of January 1, 2021, Hennepin County Library is a “fine free” library. This means that no fines are assessed for overdue library materials, and all outstanding overdue fines on patrons’ accounts have been forgiven and removed from the accounts.

Scope and Application

Patrons are responsible for the library materials and technology checked out on their cards and are expected to return borrowed items in a timely manner. A fee will be charged to a patron’s account for items not returned within 40 days of their final due date.

If the patron returns the overdue item within one year of the due date, the fee will be waived and removed from the patron’s account. If the fee total on a patron’s account exceeds \$10, then limitations may be placed on the account as set forth on the library's [fee page](#). In addition, a patron who deliberately damages or steals library material or technology may have further service denied.

Fees may be established to support the provision of supplemental services (e.g., photocopying). Circumstances may warrant staff to waive a patron’s fees. Library staff will apply fee waivers fairly and equitably according to established practices. In addition, the Library Director may authorize some library programs or services (e.g., Outreach Services) to be exempt from fees.

Roles and Responsibilities

The Hennepin County Board of Commissioners bears the authority to establish library fees and fines.

The Library Board has the responsibility for establishing fee and fine policies which align with the decisions of the Hennepin County Board of Commissioners and leading library practice.

The Library Director, as a part of the annual budget process, briefs the Library Board regarding any proposed fee and fine changes and advances to the Hennepin County Board of Commissioners for approval.

The Library Services Division Manager (or designee) posts a library administrative policy that:

- establishes practices to collect and waive library fees and fines;
- defines expectations for the timely resolution of disputes; and
- determines the necessary level of financial oversight and review.

Authorized fees are posted at <https://www.hclib.org/about/borrowing#fees>. Library staff will collect fees, resolve disputes in a timely way, and work with patrons to restore borrowing and library use privileges.

Associated Policies and Laws

- Hennepin County Library Administrative Policy. Collecting Fees for Library Materials and Technology
- Hennepin County Library Administrative Policy. Fee Schedule
- Hennepin County Library Administrative Policy. Lending Rules
- Hennepin County Library Administrative Policy. Library Materials: Staff Use
- Minnesota Statute 134.14. [Public Libraries; Multicounty, Multitype Libraries. Title to Property; Free Use](#)
- Minnesota Statute 383B.118. [Hennepin County. Fees](#)
- Minnesota Statute 609.541. [Protection of Library Property](#)

Process

This policy is reviewed by the Library Board (or a committee thereof) every four years, more frequently when suggested by the Library Director, or when required to accommodate a fee or fine change made by the Hennepin County Board of Commissioners. Revisions to the policy are subject to the approval of the Library Board. Recommendations are advanced to the Library Board Policy Committee, which reviews, revises as necessary, endorses, and advances to the full Library Board for approval.

Policy History

Next Review: 2030

Date last reviewed: [INSERT DATE BOARD APPROVES]