September 21, 2021, 5:30-7:30 p.m.
Special Virtual Library Board Meeting

Library Board Agenda

1. Call to order

2. Approval of agenda*

3. Consent*
   A. Approval of Minutes of June 23, 2021
   B. Donations

4. Public comment

5. Library Staff Dialogue, Ali Turner
   A. Library Youth Advisory Committee

6. President’s report
   A. Announcements

7. Director’s report, Chad Helton
   A. Library, Community, and County Updates

8. 2022 Budget Presentation

   A. Reserving & Using Library Rooms Policy
   B. Patron Use of Library Spaces Policy

10. Committee Reports
    A. Executive Committee
    B. FHCL
    C. Budget Committee
    D. Policy Committee

11. Unfinished Business

12. New Business

13. Adjourn*

*Denotes board action item.

Library Board
Adjha Kaba, President | Jane Brisset, Vice President | Tim Dolan, Secretary | Lynn Stetler | Erin Vrieze Daniels | Jonathan Gaw | Gordy Aune, Jr | LaBelle Nambangi | Samuel Neisen | Amal Karim | Keegan Xavi

Library Director
Chad Helton
Hennepin County Library Board Meeting

Meeting Minutes
The Hennepin County Library Board met on Wednesday, June 23, 2021, virtually via Microsoft Teams.

Attendees
Present: Jonathan Gaw, Sam Neisen, Adja Kaba, Labelle Nambangi, Erin Vrieze-Daniels, Gordy Aune Jr, Keegan Xavi, Lynn Stetler, Tim Dolan, and Jane Brissett

Hennepin County Staff: Chad Helton, Janet Mills, Bernie Farrell, Jeannette Lewis, and Commissioner Jeffrey Lunde

Public:

Call to Order
Chair Adja Kaba called the Hennepin County Library Board meeting of June 23, 2021, to order at 5:30 p.m. and welcomed all in attendance.

Approval of Agenda – Amendment Agenda item#6, President’s Report replaced with Library Dialogue by Bernie Farrell
Motion: Gordy Aune, Jr
Seconded: Erin Vrieze Daniels
Motion passed.

Approval of Consent Items
Motion: LaBelle Nambangi
Seconded: Gordy Aune, Jr
Motion passed.

Public Comment
No public comment.

County Commissioner Update
Hennepin County Commissioner Jeffrey Lunde, who represents District 1, introduced himself to the Library Board. Commissioner Jeffrey Lunde also gave an overview of his current and future work.
Library Dialogue
Library Youth Services Coordinator Bernie Farrell gave a presentation on Summer Learning programs from 2020 and in 2021.

Director’s Report
Deputy Director Janet Mills reported to the Library Board on Library, Community, and County Updates.

2021 Policy Review
Board members discussed the 1st read of the Reserving & Using Library Rooms Policy and of Patron use of Library Spaces Policy. The Board discussed the 2nd read of the Patron Services Policy. The Board proposed amendments to the Reserving & Using of Library Rooms Policy and voted for a second read at the next Board meeting scheduled for September 22, 2021. The Board approved the Patron Services Policy.

Patron Services Policy
Motion: Jane Brissett
Seconded: Tim Dolan
Motion passed.

Committee Reports
The June 2021 Executive Committee meeting was cancelled, and there are no updates from the Executive Committee.

Committee Chair Jane Brissett discussed upcoming programs, donations, and grant awards for (FHCL) Friends of Hennepin County Library.

The Budget Committee has no updates.

Unfinished Business
No unfinished business.

New Business
Jane Brissett proposed discussion on how the Board will respond to members of the public. Erin Vrieze Daniels proposed discussing returning to in-person Library Board meetings.

Adjourn
There being no further business, Erin Vrieze Daniels made a motion to adjourn the meeting at 7:08 p.m.; seconded by Jonathan Gaw. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:30 p.m., Wednesday, September 22, 2021, virtually via Microsoft Teams.

____________________________________________
[Name], Secretary
Hennepin County Library funding recently received from the Friends of the Hennepin County Library

Friends of the Hennepin County Library

Current Support - $500,000

Current Total = $500,000

Friends of the Hennepin County Library 2021 Support Summary

Current Support - $500,000
Prior Support - $1,000,000
Total Support - $1,500,000
Library Youth Advisory Committee

**Purpose:** The Library Youth Advisory Committee (LYAC) is a representative body of youth with two representatives from each Hennepin County district that has authentic power and influence in decision and policies relevant to youth in the county. The LYAC works in collaboration with the Library Board.

The mission of the LYAC is to represent the youth of Hennepin County by providing a voice in collaboration with the community and local government in order to positively raise awareness of problems facing youth.

**Responsibilities:**

- Develop and lead the Library Youth Advisory Committee in partnership with the Library Board and Library Director
- Review Library policy impacting youth
- Provide recommendations to the Library Director about Library practices and policy
- Make recommendations regarding strategic plan implementation

**Meetings:**

- The committee shall meet monthly or more often as determined by the group.
- The Library Director or Library Board President upon agreement by a majority of the members may cancel regular meetings. Notice of such cancellation shall be provided as far in advance of the schedule meeting as possible.
- The Committee shall elect governing officers annually.
- Decisions will be made through
  - Consensus (meaning all members must consent for a decision to move forward)
  - Majority vote (meaning agreement by a set majority of participants is sufficient to make a decision official)
  - Roberts rules as necessary
- Prior to each regular meeting, Library staff will send an agenda to each committee member.
- At the beginning of a regular meeting any member may move to amend the agenda.
Hennepin County, Board of Commissioners
RESOLUTION 21-0273

2021

The following resolution was moved by Commissioner Marion Greene and seconded by Commissioner Chris LaTondresse:

WHEREAS, over five million people visit Hennepin County libraries every year, including hundreds of thousands of people under the age of 18; and

WHEREAS, libraries provide important in-person and virtual services to Hennepin County youth; and

WHEREAS, pursuant to Minn. Stat. sec. 383B.239, the Hennepin County Library Board provides advice and makes recommendations to the Library Director and County Board; and

WHEREAS, the Hennepin County Board desires to formalize a means for Hennepin County youth to provide advice and recommendations regarding library services through creation of a youth advisory committee; and

WHEREAS, creation of a youth advisory committee aligns with Hennepin County disparity reduction efforts by supporting the library’s efforts to provide age-appropriate, culturally-relevant educational programs and services; and

WHEREAS, a youth advisory committee will offer participants real-world opportunities to influence library resources, spaces, and practices to make them increasingly accessible and appealing to all youth; and

WHEREAS, participation on the youth advisory committee will offer youth the opportunity to gain lifelong skills for civic engagement.

BE IT RESOLVED that the Hennepin County Library Youth Advisory Committee is established to provide feedback and guidance to the Library Director and the Library Board on matters related to youth use of Hennepin County library services; and

BE IT FURTHER RESOLVED that the Hennepin County Library Youth Advisory Committee shall be comprised of fourteen (14) members; and

BE IT FURTHER RESOLVED that each Commissioner shall appoint two (2) members between the ages of 16 and 19 at the time of appointment from their district to one-year terms; and

BE IT FURTHER RESOLVED that the Hennepin County Library Director is delegated authority to develop a charter and practices and policies for the Library Youth Advisory Committee.

The question was on the adoption of the resolution and there were 7 YEAS and 0 NAYS, as follows:

County of Hennepin
Board of County Commissioners

YEAS: Anderson, Conley, Fernando, Goettel, Greene, LaTondresse, Lunde
NAYS:
ABSTAIN:
ABSENT:

RESOLUTION ADOPTED ON 8/3/2021

ATTEST: ______________________________

Deputy/Clerk to the County Board

Hennepin County Board of Commissioners
300 South Sixth Street, Minneapolis, MN 55487
hennepin.us
County Administrator Hough:

This letter accompanies the library’s 2022 requested operating budget and seeks to highlight priorities and challenges that will shape the library’s efforts to fulfill our mission in the upcoming year.

Our proposed operating budget reflects an intention to sharpen our focus and return to the basics of library service. Consecutive years of budget reductions have limited our ability to be all things to all people. With a narrower scope, the library can continue to offer residents the services they seek the most – safe spaces, robust collections, access to technology, and support for reference and referral needs.

**Library Mission and Vision**

Our mission is to nourish minds, transform lives and build community together. We envision a Hennepin County where library services ensure every person has the opportunity and resources to read, graduate, engage, work and learn.

**2021 Service and 2022 Priorities**

The library’s story of service in 2021 continues to be driven by its response to COVID-19. After more than a year of limiting our residents’ use of library spaces, we have progressively restored core services and are working to reinvigorate the community’s interest in its public libraries.

As of June 2021, libraries have essentially reopened. Visitors are no longer asked to limit their visits to a few minutes of browsing and checkout. Furniture has returned to our meeting rooms, lounges, and study spaces. Dozens of meeting spaces can be reserved for public use. Hours of operation will continue to expand in late 2021.

As we set our sights on 2022, the library will focus on three priority areas: information resources, information access, and support for education.

<p>| Hennepin County Library 2022 Requested Budget Full-Time Equivalent Positions |
|---|---|---|---|---|
| <strong>2021 Adopted</strong> | <strong>2022 Requested</strong> | <strong>Change</strong> | <strong>Percent</strong> |
| Permanent | 535.6 | 520.6 | -15.0 | -3% |
| Limited Duration | 6.65 | 7.5 | 0.85 | 13% |
| Total | 542.25 | 528.1 | 14.15 | -3% |</p>
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<th>Change</th>
<th>Percent</th>
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<td>60,301</td>
<td>(1,231)</td>
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<td></td>
<td>Other Taxes</td>
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<td>0</td>
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<td></td>
<td>Federal</td>
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<td>1,131</td>
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<td>Investment Earnings</td>
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<td>70</td>
<td>45</td>
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<td>Fees for Services</td>
<td>738</td>
<td>853</td>
<td>115</td>
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<td>Fines and Forfeitures</td>
<td>177</td>
<td>118</td>
<td>(59)</td>
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<td></td>
<td>Other Revenue</td>
<td>1,973</td>
<td>2,302</td>
<td>354</td>
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<tr>
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<td>Total Revenue</td>
<td>65,485</td>
<td>64,775</td>
<td>(710)</td>
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</table>

| Total Other Financing            | Other Financing Sources (Uses) | 2,425      | 2,500      | 75      | 3%      |
|                                  | Total Other Financing          | 2,425      | 2,500      | 75      | 3.09%   |

| Total Expenditures               | Personnel Services             | 46,394     | 46,386     | (8)     | -0%     |
|                                  | Commodities                   | 806        | 697        | (109)   | -14%    |
|                                  | Services                      | 14,977     | 10,945     | (4,032) | -27%    |
|                                  | Capital Outlay                | 5,091      | 8,252      | 3,161   | 62%     |
|                                  | Other Charges                 | 642        | 994        | 352     | 55%     |
|                                  | Total Expenditures            | $67,910    | $67,275    | $(635)  | -1%     |

**Priority: Information Resources**
Residents seek out libraries as a trusted source for building knowledge. We service this priority by maintaining a robust physical and digital collection, offering public computers and Wi-Fi, and providing a wealth of online resources.

**Priority: Information Access**
As a public library, we strive to make information accessible to everyone. We service this priority by retaining talented employees, and by prioritizing FTE for in-building service. Library staff are information experts who help our residents navigate complex questions and challenges. Our staff and our spaces serve as a front door to county services, and a bridge to access resources the library does not directly offer.

**Priority: Support for Education**
Education is an essential component of the county’s disparity reduction efforts, and the library will continue its support for lifelong learning. We will set a strong programming focus on early literacy, K-12 education support, and adult learning opportunities. Ample open hours, quiet study spaces, and comfortable meeting rooms are all vital to this effort.

**Disparity Reduction Impact**
Disparity reduction is at the core of the library’s mission. Literacy is an essential skill in all areas of life, and the bedrock that strong communities are built upon. The library will continue to be a place where youth and adults find support to be successful readers and build skills that lead to successful futures.
During 2020/2021, the library sought to bridge the digital divide by participating in the distribution of CARES-funded laptops and internet hotspots. Our buildings were outfitted with expanded Wi-Fi antennas to broadcast internet access into our parking lots and green spaces.

Throughout the past year, the library invested in deeper community partnerships to help deliver targeted services to residents with the greatest needs. Early literacy kits, meal distribution, and pop-up events with book giveaways were high-impact, high-visibility components of our pandemic response.

We are actively engaging other county departments in support of their initiatives. For example:
- Expanding Human Services kiosks to more library buildings
- Community engagement with light rail expansion and transportation projects
- Amplifying connectivity efforts such as the Emergency Broadband Benefit
- Disseminating program information for housing and business assistance
- Support of resident job seeking and living wage employment in partnership with Workforce Development and the Office of Multicultural Services
- Connecting families referred by Human Services and Corrections colleagues to educational resources and support

We are recommending the elimination of non-event room rental fees. We believe that library spaces should be available to all residents, regardless of income. Eliminating these fees is a step toward greater equity. Non-event rental fees are not a significant source of revenue, less than $5,000 per year.

The library is also continuing a pilot approved in 2021 to not charge for any printing costs under $5. We want to encourage all patrons to utilize the library to print legal forms, résumés, and schoolwork as needed.

Additionally, we are asking to remove the cap of $35 for replacement items. We will continue to ensure that any patron not able to afford this will have the fee waived when appropriate, but some nonfiction items have a high value. We want to deter theft of these types of materials or be able to recover those costs if necessary.

**Climate Impact**
In line with Hennepin County’s “Future Ready” workplace goals, the library is actively evaluating what positions can be effective in blended or remote work settings, reducing commuter-related carbon emissions. Staff that directly serve the public and are in production roles will not be eligible for remote work.

In response to reduced operating hours in 2020/2021, desktop computers at 41 library locations were modified to expand the use of power-saving modes.

During Fall 2021, the library will introduce 1,500 mini-computer consoles, decommissioning 2,500 desktop computers that consume more energy.

**Budget Reductions**
The library has three major areas of expenditure – staffing, collection, and technology. To meet our 2022 budget target, the library is proposing:

- Reductions in collection spending - $200,000
- Reduction of 15 FTE - $800,000
- Recognition of Grant Revenue - $200,000
- Continued 2021 reductions, plus another $998,000 in technology costs - totaling $ 2,700,000.

The library can sustain a reduction in its collection costs by embracing a philosophical shift in its collection management. Our current process seeks to balance fiction and nonfiction titles. But a more responsive collection would purchase more popular titles, while increasing reliance on digital resources for up-to-date nonfiction and education materials.

Technology costs associated with public computers are a potential area of budget savings. By evaluating public computer usage on a quarterly basis, the library can track changes in patron behavior and identify locations with unused or underutilized computers.

The library will reduce its allocated FTE by 15 and manage this change through attrition. Combined with a reduction of 66 FTE in 2020, the library’s total allocation will have fallen by 81 FTE since the arrival of COVID-19.

Additionally, the library is prepared to consider reducing its physical footprint. Any reduction in FTE is likely to correlate with fewer open hours, and rather than reduce overall hours of service, it may be more advantageous to reduce the number of open locations. While self-service innovations can reduce the number of interactions needed, no library can truly be staff-less. Staff would continue to have to stock shelves, prepare holds and process returns.

The library is seeking an add-back of $500,000 for furniture purchases. This expenditure was previously deferred to meet 2021 budget targets. Now that libraries have reopened, aging furniture pieces in high-use public areas need attention. This add-back represents reasonable replacement costs and will allow the library to accommodate evolving patron needs. For example, patrons now utilize more personal devices, and modern lounge furniture integrates the necessary charging ports and power outlets.

**Continuous Improvement**

Despite the significant cuts sustained in its 2021 operating budget, the library continued to improve its ability to serve residents. Some of the innovations spurred by our pandemic response will pay dividends far into the future. For example, the implementation of an online eCard has expanded our ability to provide instant service. We will continue to acquire new patrons through this online innovation.

Our materials handling efficiency has also improved due to the installation of new Automated Materials Handling (AMH) units. These machines help process returns faster, enabling shorter wait times for our residents and fewer manual tasks for our staff.

**Conclusion**

I recognize this budget represents another year of very significant change for library operations. By focusing on our priorities, I believe we will continue to maintain a high level of resident trust and satisfaction that the library has earned through years of dedication.
Thank you for your consideration of our 2022 budget request.

Respectfully,

Chad Helton
Library Director
## Capital Budget and Capital Improvement Program

### Department Requested Prioritized Summary of Capital Project Requests

**Department:** Library  
**Run Date:** Jun 10, 2021

<table>
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<tr>
<th>Priority</th>
<th>Project</th>
<th>Budget to Date</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>Beyond</th>
<th>Total Project Cost</th>
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<tr>
<td>1</td>
<td>Library Strategic Planning</td>
<td>300,000</td>
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<td>2</td>
<td>Library Facility Preservation 2021-2025</td>
<td>3,000,000</td>
<td>5,900,000</td>
<td>5,000,000</td>
<td>5,000,000</td>
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<td>23,900,000</td>
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<td>3</td>
<td>Library Equipment Replacement 2021-2025</td>
<td>450,000</td>
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<td>450,000</td>
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<td>4</td>
<td>East Lake Library Refurbishment</td>
<td>90,000</td>
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<td>190,000</td>
<td>440,000</td>
<td>3,000,000</td>
<td>2,010,000</td>
<td>5,730,000</td>
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<td>Rockford Road Library Asset Protection</td>
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<td>5,330,000</td>
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<td>6</td>
<td>Westonka Library Replacement</td>
<td>200,000</td>
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<td>1,520,000</td>
<td>9,980,000</td>
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<td></td>
<td></td>
<td>11,700,000</td>
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<td>7</td>
<td>Sumner Library Refurbishment</td>
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<td>2,805,000</td>
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<td>6,320,000</td>
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<td>8</td>
<td>Linden Hills Library Refurbishment</td>
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<td>3,205,000</td>
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<td>9</td>
<td>Augsburg Park Library Asset Protection</td>
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<td>15,610,000</td>
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<td>Central Library Program/Asset Master Plan</td>
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<td>500,000</td>
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<td>12</td>
<td>New Southdale Library</td>
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<td>10,600,000</td>
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<td><strong>Total</strong></td>
<td></td>
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<td>14,395,000</td>
<td>7,990,000</td>
<td>13,860,000</td>
<td>13,650,000</td>
<td>15,940,000</td>
<td>3,810,000</td>
<td>16,175,000</td>
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**Total:** 85,820,000
2022 DEPARTMENT REQUEST
with OBF Recommendations
Summary for County Administration

Department: Library  Date: August 13, 2021

BUDGET DOLLARS

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<th>Budget</th>
<th>Property Tax</th>
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<tr>
<td>2021 Approved Budget</td>
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<td>$61,532,006</td>
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<td>Board Authorized Adjustments</td>
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<td>2021 Adjusted Budget</td>
<td>$68,089,658</td>
<td>$61,532,006</td>
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<tr>
<td><strong>2022 Department Requested Budget</strong></td>
<td><strong>$67,275,216</strong></td>
<td><strong>$60,301,366</strong></td>
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<td>Recommended Adjustments</td>
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<td>$0</td>
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<td><strong>2022 Recommended Budget</strong></td>
<td><strong>$67,275,216</strong></td>
<td><strong>$60,301,366</strong></td>
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Percent change from 2021 Adjusted Budget
-1.2%  -2.0%

STAFFING: FULL-TIME EQUIVALENT POSITIONS (FTEs)

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<td>2021 Number of Approved Positions</td>
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<td>2021 Adjusted Number of Positions</td>
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<td><strong>2022 Department Request for Positions</strong></td>
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<tr>
<td>Recommended Adjustments</td>
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<td><strong>2022 Recommended Budget Positions</strong></td>
<td><strong>528.1</strong></td>
</tr>
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Change from 2021 Adjusted Number of Positions
-14.2%

SIGNIFICANT ISSUES

To meet the 2022 budget target the department is proposing to eliminate 15 authorized FTE. This, in addition to the 66 FTE eliminated in 2020, may lead to significant service reductions.

The Library is proposing the following fee changes:
1. Elimination of non-event room rental fees
2. Continue the 2021 pilot to not charge for non-computerized printing costs under $5
3. Removing the cap of $35 for replacement items

The Library is requesting to add back $500,000 to the budget for furniture purchases. In 2021, this expenditure was significantly reduced to meet the department's budget target.

The second add-back is to restore the 15 FTE reductions mentioned above to retain services at the current level.
Department: Library

Summary of Board Approved 2021 Budget and Adjustments

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<th>Budget</th>
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<td>1. 20-0173 CARES</td>
<td>$67,910,481</td>
<td>$61,532,006</td>
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2021 Adjusted Budget  $68,089,658  $61,532,006  542.3

2022 Recommended Budget

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<th>Department Request</th>
<th>Budget</th>
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<td>$67,275,216</td>
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<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2022 Recommended Budget  $67,275,216  $60,301,366  528.1
Department: Library

EXPENDITURE BY MAJOR BUDGET GROUP

<table>
<thead>
<tr>
<th>Expenditure Group</th>
<th>2021 Adjusted Budget</th>
<th>2022 Recommended Budget</th>
<th>Amount Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$46,394,257</td>
<td>$46,386,348</td>
<td>($7,909)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Commodities</td>
<td>805,600</td>
<td>696,810</td>
<td>(108,790)</td>
<td>-13.5%</td>
</tr>
<tr>
<td>Services</td>
<td>14,976,998</td>
<td>10,945,438</td>
<td>(4,031,560)</td>
<td>-26.9%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>5,091,350</td>
<td>8,252,394</td>
<td>3,161,044</td>
<td>62.1%</td>
</tr>
<tr>
<td>Other Charges</td>
<td>821,453</td>
<td>994,226</td>
<td>172,773</td>
<td>21.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$68,089,658</strong></td>
<td><strong>$67,275,216</strong></td>
<td><strong>($814,442)</strong></td>
<td><strong>-1.2%</strong></td>
</tr>
</tbody>
</table>

EXPLANATION OF SIGNIFICANT INCREASES OR DECREASES IN SPENDING

The change in **Personnel Services** includes merit increases, benefit adjustments and $500,000 budgeted vacancy factor to account for projected turnover during the year. To meet the budget target the department is proposing a personnel services reduction of $800,000 and 15 authorized FTEs.

The decrease in **Commodities** is driven primarily by the $82,000 decrease in supplies and reflects the library's work to streamline library programming. The elimination of non-capitalized furniture spending accounts for an additional $25,000 of the reduction.

The decrease in **Services** includes a reduction of nearly $1 million based on lower Central IT charges. Fewer public-facing computers due to COVID social distancing requirements is the driver of this decrease. Approximately $3 million of collection spending was reallocated to the Capital Outlay account category to centralize spending for the library collection budget.

**Capital Outlay** changed primarily due to the $3 million reallocation of collection spending from the Services account category. A projected increase in grant funding from Friends of the Hennepin County Library accounts for an additional $710,000 increase. Offsetting these increases is a collection spending reduction of approximately $200,000. The public library reduced its collection budget by approximately $520,000 to meet the department's budget target while the Law Library is decreasing its physical collection by $200,000 in favor of more online resources.

The changes in **Other Charges** include a $100,000 increase in online subscription spending for the Law Library, the elimination of budgeted CARES spending ($179,177) and a $200,000 increase in spending for various library programs funded by Friends of the Hennepin County Library.
### 2022 DEPARTMENT REQUEST

with OBF Recommendations

Summary for County Administration

**Department: Library**

### EXPENDITURES AND STAFFING BY PROGRAM

<table>
<thead>
<tr>
<th>Low Level Program</th>
<th>2021 Adjusted Budget</th>
<th>2022 Recommended Amount</th>
<th>Percent Change</th>
<th>FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$749,657</td>
<td>$958,458</td>
<td>$208,801</td>
<td>27.9%</td>
</tr>
<tr>
<td>Strategic Services</td>
<td>480,988</td>
<td>496,811</td>
<td>15,823</td>
<td>3.3%</td>
</tr>
<tr>
<td>Operations</td>
<td>3,599,198</td>
<td>3,766,727</td>
<td>167,529</td>
<td>4.7%</td>
</tr>
<tr>
<td>System Services</td>
<td>1,816,399</td>
<td>1,718,957</td>
<td>(97,442)</td>
<td>-5.4%</td>
</tr>
<tr>
<td>Resource Services</td>
<td>21,603,135</td>
<td>20,410,770</td>
<td>(1,192,365)</td>
<td>-5.5%</td>
</tr>
<tr>
<td>Library Services</td>
<td>36,817,238</td>
<td>35,942,346</td>
<td>(874,892)</td>
<td>-2.4%</td>
</tr>
<tr>
<td>Friends of HCL</td>
<td>1,291,000</td>
<td>2,200,000</td>
<td>909,000</td>
<td>70.4%</td>
</tr>
<tr>
<td>HCL Grant</td>
<td>330,000</td>
<td>481,000</td>
<td>151,000</td>
<td>45.8%</td>
</tr>
<tr>
<td>Library Trust Fund</td>
<td>70,000</td>
<td>70,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Library FTE Reduction (job class undetermined)</td>
<td></td>
<td></td>
<td>(15.0)</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total Public Library</strong></td>
<td>66,757,615</td>
<td>66,045,069</td>
<td>(712,546)</td>
<td>-1.1%</td>
</tr>
<tr>
<td>Law Library</td>
<td>1,332,043</td>
<td>1,230,147</td>
<td>(101,896)</td>
<td>-7.6%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$68,089,658</strong></td>
<td><strong>$67,275,216</strong></td>
<td><strong>($814,442)</strong></td>
<td><strong>-1.2%</strong></td>
</tr>
</tbody>
</table>

### EXPLANATION OF CHANGES

The budgeted increase in Administration reflects the addition of salary and benefits for an additional Library Deputy Director.

The $167,529 change in Operations includes a budgeted increase due to operational costs to re-open the libraries and restore expenses based on historical trends.

Resource Services decrease is driven primarily by the $1 million budgeted reduction in Central IT charges based on fewer public-facing computers due to COVID-19 social distancing requirements.

The Library Services budget includes the $800,000 reduction in personnel services. In 2022, the department is proposing to decrease its staffing complement by 15 authorized full-time equivalents to meet the required property tax reduction.

The budgeted increase in Friends of the Hennepin County Library (HCL) brings spending in line with the actual amount of grant revenue received.

HCL Grant increase reflects a projected increase in Metropolitan Library Service Agency (MELSA) funds.
### Staffing by Program

<table>
<thead>
<tr>
<th></th>
<th>2021 Adjusted Budget</th>
<th>2022 Recommended Budget</th>
<th>Change</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permanent</td>
<td>Limited</td>
<td>Total</td>
<td>Permanent</td>
</tr>
<tr>
<td>Administration</td>
<td>6.0</td>
<td>6.0</td>
<td>7.0</td>
<td>-</td>
</tr>
<tr>
<td>Strategic Services</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>-</td>
</tr>
<tr>
<td>Operations</td>
<td>23.6</td>
<td>23.6</td>
<td>23.6</td>
<td>-</td>
</tr>
<tr>
<td>System Services</td>
<td>15.9</td>
<td>0.6</td>
<td>16.5</td>
<td>-</td>
</tr>
<tr>
<td>Resource Services</td>
<td>44.9</td>
<td>0.6</td>
<td>45.5</td>
<td>-</td>
</tr>
<tr>
<td>Library Services</td>
<td>436.4</td>
<td>5.5</td>
<td>441.9</td>
<td>-</td>
</tr>
<tr>
<td>Friends of HCL</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>HCL Grant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library Trust Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library FTE Reduction</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(15.0)</td>
</tr>
<tr>
<td>Law Library</td>
<td>4.8</td>
<td>4.8</td>
<td>4.8</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>535.6</td>
<td>6.7</td>
<td>542.3</td>
<td>520.6</td>
</tr>
</tbody>
</table>

### Explanation of Changes

In addition to the 66 FTE reduction in 2020, the department is proposing to eliminate 15 authorized FTEs to meet the 2022 budget target. This reduction will significantly affect library service to patrons.
### SUMMARY OF REVENUES

<table>
<thead>
<tr>
<th>Revenue Source or Type</th>
<th>2021 Adjusted Budget</th>
<th>2022 Recommended Budget</th>
<th>Amount Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$61,532,006</td>
<td>$60,301,366</td>
<td>($1,230,640)</td>
<td>-2.0%</td>
</tr>
<tr>
<td>Federal</td>
<td>179,177</td>
<td>0</td>
<td>(179,177.00)</td>
<td>-100.0%</td>
</tr>
<tr>
<td>State</td>
<td>1,040,000</td>
<td>1,104,150</td>
<td>64,150.00</td>
<td>6.2%</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>25,000</td>
<td>70,000</td>
<td>45,000.00</td>
<td>180.0%</td>
</tr>
<tr>
<td>Fees and Services</td>
<td>738,250</td>
<td>853,500</td>
<td>115,250.00</td>
<td>15.6%</td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>177,200</td>
<td>117,700</td>
<td>(59,500.00)</td>
<td>-33.6%</td>
</tr>
<tr>
<td>All Other Revenues</td>
<td>1,973,025</td>
<td>2,328,500</td>
<td>355,475.00</td>
<td>18.0%</td>
</tr>
<tr>
<td>Ballpark Sales Tax Transfer</td>
<td>2,425,000</td>
<td>2,500,000</td>
<td>75,000.00</td>
<td>3.1%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$68,089,658</strong></td>
<td><strong>$67,275,216</strong></td>
<td><strong>($814,442)</strong></td>
<td><strong>-1.2%</strong></td>
</tr>
</tbody>
</table>

The change in Federal revenue reflects the sunset of CARES COVID-19 reimbursements.

**Fees and Services** revenue was adjusted closer to actual receipts at the Law Library. With COVID-19 uncertainty, the 2021 budget for both subscriptions and District Court fees were budgeted lower.

**Investment Earnings** were increased to pre-COVID levels.

**All Other Revenues** change includes increased MELSA grant funding.
## FINANCIAL SUMMARY

**Department: Library**

<table>
<thead>
<tr>
<th></th>
<th>2020 Actual</th>
<th>2020 Budget</th>
<th>2021 Approved</th>
<th>2021 Adjusted</th>
<th>2021 Recommended</th>
<th>2022 Budget*</th>
<th>Increase/Decrease from adjusted</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Taxes</td>
<td>$34,310</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Federal</td>
<td>2,231,538</td>
<td>2,231,538</td>
<td>0</td>
<td>179,177</td>
<td>0</td>
<td>(179,177)</td>
<td>-100.0%</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>5,172,272</td>
<td>1,255,000</td>
<td>1,040,000</td>
<td>1,040,000</td>
<td>1,131,000</td>
<td>91,000</td>
<td>8.8%</td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>61,587</td>
<td>70,000</td>
<td>25,000</td>
<td>25,000</td>
<td>70,000</td>
<td>45,000</td>
<td>65.0%</td>
<td></td>
</tr>
<tr>
<td>Fees and Services</td>
<td>676,626</td>
<td>918,500</td>
<td>738,250</td>
<td>738,250</td>
<td>853,500</td>
<td>115,250</td>
<td>15.6%</td>
<td></td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>149,603</td>
<td>600,350</td>
<td>177,200</td>
<td>177,200</td>
<td>117,700</td>
<td>(59,500)</td>
<td>-33.6%</td>
<td></td>
</tr>
<tr>
<td>All Other Revenues</td>
<td>(3,244,051)</td>
<td>8,459,000</td>
<td>4,398,025</td>
<td>4,398,025</td>
<td>4,801,650</td>
<td>403,625</td>
<td>9.2%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$5,081,885</td>
<td>$13,534,388</td>
<td>$6,378,475</td>
<td>$6,557,652</td>
<td>$6,973,850</td>
<td>$416,198</td>
<td>6.3%</td>
<td></td>
</tr>
</tbody>
</table>

| **Expenditures:**    |             |             |               |               |                  |              |                                  |                |
| Personnel Services   | $44,117,708 | $48,502,209 | $46,394,257   | $46,394,257   | $46,386,348      | ($7,909)     | 0.0%                             |
| Commodities          | 1,002,236   | 1,656,200   | 805,600       | 805,600       | 696,810          | (108,790)    | -13.5%                           |
| Services             | 27,593,556  | 31,633,872  | 14,976,998    | 14,976,998    | 10,945,438       | (4,031,560)  | -26.9%                           |
| Capital Outlay        | 4,217,554   | 5,701,748   | 5,091,350     | 5,091,350     | 8,252,394        | 3,161,044    | 62.1%                            |
| Other Charges         | 640,080     | 3,257,189   | 642,276       | 821,453       | 994,226          | 172,773      | 21.0%                            |
| **Total Expenditures**| $77,571,134 | $90,751,218 | $67,910,481   | $68,089,658   | $67,275,216      | ($814,442)   | -1.2%                            |

**Property Tax Requirement**  
- $72,489,249  
- $77,216,830  
- $61,532,006  
- $61,532,006  
- $60,301,366  
- ($1,230,640)  
- -2.0%

**Note:** 2020 Actual FTEs represent the annual average. Source: Countywide FTE Report

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FTEs</strong></td>
<td>512.0</td>
<td>535.6</td>
<td>535.6</td>
<td>535.6</td>
<td>520.6</td>
<td>(15.0)</td>
<td>-2.8%</td>
</tr>
<tr>
<td><strong>LTDs</strong></td>
<td>24.3</td>
<td>24.3</td>
<td>6.7</td>
<td>6.7</td>
<td>7.5</td>
<td>0.8</td>
<td>11.9%</td>
</tr>
</tbody>
</table>

*Includes the following Board authorized adjustments:
Res. 20-0173 CARES COVID -19  
$179,177

| Total Adjustments      | $179,177   |
Department: Library

<table>
<thead>
<tr>
<th>Requested Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
</tr>
</tbody>
</table>

1. The Library has no request for ARP funds in 2022.

2.

3.

4.

5.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>
PROPOSED NEW/REVISED FEE SCHEDULES FOR 2022 WITH SUPPORTING DETAIL

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>2021 Current Fee</th>
<th>2022 Proposed Fee</th>
<th>Total Fee Budgeted for 2022</th>
<th>2022 Revenue Increase Due to Revised Fee</th>
<th>Est. % of Activity Costs Recovered from 2022 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Rental</td>
<td>Varies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($5,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Continued pilot of black and white print-out materials</td>
<td>$0.10</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Library Material Replacement Fee</td>
<td>$35.00 Actual</td>
<td>$118,000.00</td>
<td>$5,000</td>
<td>80.00%</td>
<td></td>
</tr>
</tbody>
</table>

Currently, the library charges a nonimal fee for room rental. In order to be more equitable, the library is removing this fee in order to make rooms available to any patron, regardless of ability to pay. The total revenue received is less than $5,000. This fee is in regards to utilizing fees for non-events.

The library is proposing to continue the pilot of not charging for computer print-outs of black and white materials. We believe this practice is consistent with the County's practice of equality.

Currently, the library caps the replacement fee for lost or stolen materials at $35. Actual replacement cost can be much higher. In order to recover the actual cost, we are recommending the library be allowed to charge patrons the actual replacement cost.

Guidelines for PROPOSED FEE CHANGES FOR 2022 WITH SUPPORTING DETAIL
This information will be provided to the board prior to the formal public hearing (required by state statute) on the proposed 2022 fees, and will be the basis for deliberation on proposed fee changes. The fee public hearing date has not yet been scheduled. If approved at the hearing, fee changes will be incorporated into the 2022 budget resolution.
DEPARTMENT NAME Library  
BUSINESS LINE Operations  
FUND

PRIORITIZED ADD-BACK LIST

2022 Property Tax Target $ 60,301,000
2022 Requested Property Tax Add-Back(s)  1,300,000
2022 Requested Property Tax with Add-Back(s)  61,601,000

<table>
<thead>
<tr>
<th>Add-Back(s) (rank 1, 2, 3 . . )</th>
<th>Budget Increase</th>
<th>Property Tax Increase</th>
<th>% of 2022 Property Tax Target</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Furniture</td>
<td>500,000</td>
<td>500,000</td>
<td>0.8%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Significance/Impact of Increase

The library adjusted its furniture budget in 2021 to help meet its target. This reduction was acceptable in 2020/2021 due to libraries not being open to the public. Now that libraries are re-opening, we need this budget to be restored so that as furniture wears out, it can be replaced. This object code covers normal wear and tear of furniture for 41 libraries.

When considering budget increases to include on the “Prioritized Add-Back List,” departments need to consider the results being accomplished through its various programs. Departments should continue to address the questions presented from the Balanced Scorecard as the basis for evaluating service delivery and assessing the effectiveness of programs.

Guidelines for PRIORITIZED ADD-BACK LIST

This form will facilitate the development of potential budget increases throughout the budget process. Please identify your request for funding increases in priority order: Items/programs ranked "1" will be the first to receive consideration for funding. Include a brief accompanying narrative that addresses the need for the increase.
PRIORITIZED FUNDING REDUCTION SCHEDULE

2022 Property Tax Target $60,301,000

<table>
<thead>
<tr>
<th>Reduction(s) (rank 1, 2, 3 . . )</th>
<th>Budget Reduction</th>
<th>Property Tax Reduction</th>
<th>% of PT Reduction Target</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Collection</td>
<td>200,000</td>
<td>200,000</td>
<td>0.3%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Significance/Impact of Reduction

The library can sustain a reduction in its collection costs by embracing a philosophical shift in its collection management. Our current process seeks to balance fiction and nonfiction titles. But a more responsive collection would purchase more popular titles, while increasing reliance on digital resources for up-to-date nonfiction and education materials.

| 2. FTEs 15                          | 800,000          | 800,000                | 1.3%                     | 15  |

Significance/Impact of Reduction

Combined with a reduction of 66 FTE in 2020, the library’s total allocation will have fallen by 81 FTE since the arrival of COVID-19.

Additionally, the library is prepared to consider reducing its physical footprint. Any reduction in FTE is likely to correlate with fewer open hours, and rather than reduce overall hours of service, it may be more advantageous to reduce the number of open locations. While self-service innovations can reduce the number of interactions needed, no library can truly be staff-less. Staff would continue to have to stock shelves, prepare holds and process returns.

| 3. Recognition of Revenue           | 200,000          | 200,000                | 0.3%                     |     |

There is no risk of this recognition of revenue. This source is consistent from Friends of the Library.

Total Reductions 1,200,000 1,200,000 2.0% 15.0

Guidelines for PRIORITIZED FUNDING REDUCTION SCHEDULE

This form will facilitate the development of potential budget reductions to meet countywide property tax targets for 2022 for board consideration when certifying the maximum proposed levy (on September 21, 2021). Please identify your department’s prioritized reductions that achieves your 2022 property tax target issued by the County Administrator. Be sure to rank the reductions: items/programs ranked "1" will be the first recommended for elimination. Include a brief accompanying narrative that addresses the impact of the reductions.

This is a required form.

When considering budget reductions to include on the “Prioritized Funding Reduction Schedule,” departments need to consider the results being accomplished through its various programs. Departments should continue to address the questions presented from the Balanced Scorecard as the basis for evaluating service delivery and assessing the effectiveness of programs.
Reserving and Using Library Rooms Policy

Hennepin County Library Board Policy

Purpose

The Library Board is “responsible for overseeing the use of library meeting rooms” per Minnesota Statute 383B.239. This policy guides the reservations and use of Hennepin County Library’s (the Library) meeting rooms, conference rooms, study rooms, and other library spaces defined in this policy. The Meeting Room Public Use Agreement, on the Library’s website, outlines patrons’ responsibilities when using library spaces.

Principles

· We, the Library Board, are committed to making spaces available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
· We support free reservable spaces in libraries throughout Hennepin County where groups can come together to learn and exchange information and ideas in a commercial free environment.

Definitions

The following definitions are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

Meeting Rooms: Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and events. Room sizes vary. Maximum room capacities range from 21-195.

Conference Rooms: Conference rooms have less flexibility than meeting rooms. Room configuration may be fixed. Room sizes vary. Maximum room capacities range from 10-20.

Study Rooms: Study rooms have fixed room configurations and are designed for small group conversations and study. Room sizes vary. Maximum room capacities range from 44-10.

Piano Room: Created for the musical enjoyment of patrons who wish to play the piano. Available at Minneapolis Central Library.

Rental Venues: Five specific spaces at Minneapolis Central Library that may be reserved for a fee. These spaces offer additional services and more available hours than any of the other reservable places. Events management and exclusive catering services are offered by a contract vendor.

Fees

Rooms in libraries throughout Hennepin County may be reserved free of charge. Fees are assessed for additional services provided and for the rental venues at Minneapolis Central Library. See the Fee and Fine Schedule for more information.
Pending room availability, fees may be waived for government entities, the Hennepin County Library Board, the Friends of the Hennepin County Library, and local Friends of the Library groups. These organizations may be relocated to alternate locations if fee-paying bookings intervene.

**Non-endorsement**

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or point of view expressed. The name of the Library may not be used in any publicity for non library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

**Reservations and Use Limitations**

The public website describes the specific spaces and times that are reservable. Reservable times typically coincide with open library hours. Reservations for the rental venues at Minneapolis Central Library may extend beyond normal hours. The [Meeting Room Public Use Agreement](#) defines how far in advance rooms may be reserved.

Reservations for meeting room space are on a first-come, first-served basis. Library-sponsored programs will have preference.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. Hennepin County departments and units
3. General public

The Library reserves the right to revoke permission to use a space by other entities if the room is needed for Library or Hennepin County use. Alternate locations will be sought as needed. The Library will give as much notice of a canceled reservation as is feasible. A reasonable attempt will be made to provide an alternative time or space.

If not reserved, rooms may be used on a walk-in basis.

Patrons must review and agree to the [Meeting Room Public Use Agreement](#) before a reservation request can be approved.

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services. No entrance fees may be charged to meeting attendees. [The Meeting Room Public Use Agreement](#) provides further examples of fee-based services.

The Library, the Friends of the Hennepin County Library, local library Friends’ groups, and library cosponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Friends of the Hennepin County Library and the local Friends of the Library groups.

The person reserving the space determines the intended audience for the gathering. Scheduled reservations are posted at the location and/or via the public website.
Responsibilities

Patrons will comply with all federal, state, and local laws and policies. Patrons are responsible for using library spaces in accordance with the established public use agreement. Future reservations may be denied if the patron does not comply with the Meeting Room Public Use Agreement.

The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Hennepin 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 use of library spaces.

Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Services Division Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

The Library Board is the final authority in granting or refusing permission for use of library meeting rooms, per Minnesota Statutes 383B.239.

Associated Policies and Laws

- Hennepin County. Use of Space by the Public in County Facilities
- Hennepin County Library. Patron Conduct
- Hennepin County Library. Fee and Fine Schedule
- Hennepin County Library. Meeting Room Public Use Agreement
- Hennepin County Library Board. Patron Use of Library Spaces
- Hennepin County Library Board. Library Bill of Rights

- Minnesota Statute 383B.239. [Hennepin County Library Board]
- Minnesota Statute 609.595. Damage to Property
- Minnesota Statute 609.72. Disorderly Conduct

Process

This policy is reviewed every three (3) years by the Library Director (or designee), the Library’s legal counsel, and the Library Board Policy Committee. The Committee revises as needed, endorses, and advances to the full Library Board for approval.

Policy History

Next Review Date: 2024
Updated: 2018
Last Date Approved: 2017
Previous Policy Named: Reserving and Using Public Gathering Places Policy
Patron Use of Library Spaces Policy

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe, and secure.

Principles
- The library's mission to "nourish minds, transform lives, and build community together" is achieved in part by the willingness of its patrons to respect one another and coexist in library spaces.
- Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of patrons.
- Public library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all.

Roles and Responsibilities
Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of library patrons and staff.

Parents and caregivers are responsible to supervise the activities and choices of their charges.

Patrons are stewards of the library and its resources. They will value and respect library resources and conduct themselves in a safe and orderly way.

Patrons will comply with federal, state, and local laws and policies.

Library staff will work in partnership with security staff to ensure that library spaces are safe and welcoming to all. Staff will work with individuals or groups to ensure compliance with the policy. Failure to comply may result in loss of library use privileges. Illegal conduct may be referred to the proper authorities for legal action in accordance with the Minnesota Statutes cited below.

Associated Policies and Laws
This policy is subject to all federal, state, and local laws and policies including but not limited to:

- Hennepin County. Diversity, Non-discrimination and Respectful Workplace Policy
- Hennepin County. Tobacco Free Property Policy
- Hennepin County Library. Patron Conduct
- Hennepin County Library Board. Internet Public Use
- Hennepin County Library Board. Library Bill of Rights
- Minnesota Statute 609.541. Protection of Library Property
- Minnesota Statute 609.595. Damage to Property
- Minnesota Statute 609.72. Disorderly Conduct

Process
This policy is reviewed by the Library Director (or designee) every four (4) years, who then makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary and advances to the full Library Board for approval.
The Library Director (or designee) will maintain an associated administrative policy that further defines the patron conduct that is necessary to ensure the equitable and consistent application of this policy.

Policy History
Next Review Date: 2025
Date Approved: 9/27/2017
Date Adopted: 2017
Previous Policy Named: Customer Use of Libraries
Upcoming Events Calendar – UPDATED 9/15/21

Friends of HCL proudly presents our nation’s most thought-provoking voices in our two events series. In fall 2021, Pen Pals returns to in-person events at Hopkins Center for the Arts – with a virtual backup option should patrons feel safer staying home! Talk of the Stacks will continue as a virtual event series until further notice.

**Talk of the Stacks with Claudia Rankine**
FREE Virtual Event
Wednesday, Oct. 13, 2021 @ 7:30 p.m.

**Pen Pals with Anthony Doerr**
Ticketed Event – In-person + Virtual Backup
Tuesday, Oct. 26, 2021 @ 7:30 p.m.
Wednesday, Oct. 27, 2021 @ 11:00 a.m.

**Talk of the Stacks – Nov/Dec 2021**
1 additional FREE virtual author talk TBA

**Pen Pals with Viet Thanh Nguyen**
Ticketed Event – In-person + Virtual Backup
Monday, Dec. 6, 2021 @ 7:30 p.m.
Tuesday, Dec. 7, 2021 @ 11:00 a.m.

**Pen Pals with Brit Bennett**
Ticketed Event – In-person
Thursday, Feb. 10, 2022 @ 7:30 p.m.
Friday, Feb. 11, 2022 @ 11:00 a.m.

**Pen Pals with Richard Powers**
Ticketed Event – In-person
Thursday, Apr. 28, 2022 @ 7:30 p.m.
Friday, Apr. 29, 2022 @ 11:00 a.m.

**Pen Pals with Emily St. John Mandel**
Ticketed Event – In-person
Tuesday, May 17, 2022 @ 7:30 p.m.
Wednesday, May 18, 2022 @ 11:00 a.m.

Tickets to Pen Pals are now on sale at [www.supporthclib.org/pen-pals](http://www.supporthclib.org/pen-pals)
Free registration for Talk of the Stacks at [www.supporthclib.org/talk-stacks](http://www.supporthclib.org/talk-stacks)