

CARVER COUNTY LIBRARY  
BOARD POLICY

Section: LB 9  
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ESTABLISHMENT AND/OR  
EXPANSION OF BRANCH  
LIBRARIES

Date Approved: 3/8/2016  
Previous Policy Dated: 10/09/2007  
Review Date: 3/2019

**Purpose**

In order to meet the changing needs of the residents of Carver County the Carver County Library System must provide guidance for the development of new branch libraries in its greatest growth areas. Changing geographic situations and demographics may alter the service distribution within the region’s boundaries.

This policy outlines the recommendations that should be met before a new branch library is established with the county. Establishment of a new branch library requires approval of the, County Board of Commissioners and City Council of the proposed location. The Library Board will provide information related to furniture, fixtures, collection and equipment to the County in order to determine if the County moves forward with its decision. However, final determination of establishment of a new branch library will reside within the authority of the City and the County.

**Policy: Criteria for Branch Establishment**

The following criteria will be considered to determine if it is appropriate to establish a new branch in any particular community within the county.

1. A new branch library will be established only if it is possible to do so without reducing existing levels of service. The necessary funds for the expansion must be added to the library system operating and capital budgets.
2. Local community support for the branch library must be indicated through a formal statement of commitment from the city that is requesting a branch library, recognizing its financial responsibility.
3. As a general rule, a library should not be within 5 miles of another library within the county. Established traffic patterns in the service area will be considered.

## **Procedure for Implementation**

1. A city seeking to establish a branch library shall pass a resolution endorsing a branch library and agree to the costs listed in Responsibilities of the Local City Council for Branch Operation. The Library Board will consider this resolution to be a formal application for a branch library.
2. Carver County Library will estimate the operating and administrative costs for the branch library and notify the County about the City's intent and the impact on the County budget should the County choose to proceed.
3. A date and time will be set for a joint meeting to discuss any outstanding issues surrounding the proposal including, but not restricted to:
  - Location of branch library
  - Level of service
  - Public Service Hours
  - Building timelineThe items for discussion will be established by an agenda prior to the meeting.
4. Carver County Library, on behalf of the County, and the City Council of the prospective branch will sign a Joint Powers Agreement for Library Service as authorized by *Minnesota Statute 134.0*, before a branch library is open for service. The city building must meet State Public Library Standards for service delivery.

## **Service Requirements**

1. Carver County Library will determine staff hours adequate for the branch library and for administrative operations to ensure that the branch is open for the required number of open hours.
2. A new branch library will be open no fewer than 32 hours per week.
3. The city council establishing an approved branch library of Carver County will agree to follow Library Board policy directions.

## **Responsibilities of the Local City Council for Branch Operations**

In addition to what is outlined in the Joint Powers Agreement the local council shall agree to:

### **Building:**

1. Provision of building near public and/or commercial facilities frequently used by local citizens of all ages.
2. Written understanding of city/library construction budget responsibilities.
3. Provision of heat, air-conditioning, light, water, telephone and other utilities.

### **Operating:**

4. Trash removal and vacuum services on a minimum of twice weekly. Maintenance and repair of the building and grounds, including raking, lawn mowing, vacuuming and other cleaning services and snow removal.
5. Insurance on the building, county owned contents and liability.
6. Development and interpretation of policies related to meeting room use (if applicable).
7. Support of special programming such as lectures, exhibits, children's programming and discussion groups.

## **Responsibility of Carver County Library System**

In addition to what is outlined in the Joint Powers agreement the library will agree to:

### **Operations and Policy:**

1. Development and implementation of all library policies that are uniform across the county.
2. Determination of weekly hours of service by the library administration staff, following input from local residents.
3. Selection of library materials for the branch library. All materials must be ordered through administration regardless of the source of funds. All materials must be processed centrally for use of the branch.
4. Selection, training and employment of all branch personnel. The County is responsible for maintaining a county wide pay schedule and personal policies for all personnel. All decisions related to hiring, promotion, demotion or termination is the responsibility of library administration.
5. Insurance of building contents other than city equipment, including materials itemized on the annual inventory.
6. Miscellaneous services such as delivery service, copy machine, and all other essential operating supplies and all other responsibilities not directly associated with the provision and maintenance of physical facilities.
7. Provision of the telecommunications and equipment infrastructure required to support the public access terminals, library system catalog and the MnLINK cooperative library program.

### **Facility Requirements for Cities:**

Providing an adequate library facility is a requirement of the city, which wishes to establish a branch library.

1. All facilities must meet the building requirements as outlined in the Minnesota Standards for Public Libraries.
2. The library site should provide maximum convenient access to the greatest number of people in the community during the normal course of their daily activities.
3. No more than .8 sq. ft. per capita public service space per capita (not including office and/or storage).
4. Multi-use facilities are acceptable only if each area is designated its own space (as designated in the building program) and are physically and securely separated from other areas of the building.
5. Easy access for deliveries of library materials must be provided.
6. Adequate, safe, well-lighted and convenient parking is available to library customers and staff on or adjacent to the library site.

### **Collection Development Requirements for facility:**

1. New branches require an opening day collection as determined on a per capita basis and by building size. Library staff will make all collection decisions.