

BRANCH ESTABLISHMENT POLICY

Purpose

In order to meet the changing needs of the residents of its five county area, Kitchigami Regional 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 requirements that must be met before a new branch library is established or adopted as a Kitchigami Regional Library (KRL) agency. Establishment of a new branch library requires the approval of the five county boards of commission and nine city councils which created Kitchigami Regional Library, through a majority vote of their KRL Board representatives, and is subject to the Board's assessment of the financial conditions of the regional library.

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.

1. A new branch library will be established or adopted only if it is possible to do so without reducing existing levels of service, by adding the necessary funds for the 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 applying for a branch library, recognizing its financial responsibilities.
3. The population served must be at least 2,000 with growth potential. Population statistics from the Office of the State Demographer will be used to estimate population, and the population of the community and adjacent townships will be considered.
4. As a general rule, a library should not be within a 20-minute drive from another library within the region or an adjacent region. Established traffic patterns in the service area will be considered.

Procedure for Implementation

1. A city seeking to establish a branch library or have a library adopted into the region shall pass a resolution endorsing a branch library and agreeing to the costs listed in Responsibilities of the Local City Council for Branch Operation. The KRL Board will consider this resolution to be a formal application for a branch library

2. KRL will estimate the operating costs and headquarters costs of the branch library and notify the city council of its tentative decision on the proposal, outlining any deficiencies or problems with the proposal. A date and time will be set for a joint meeting to discuss any outstanding issues surrounding the proposal including, but not restricted to:
 - level of service
 - local levies
 - policies
 - planning and development
 - collection developmentThe items for discussion will be established by an agenda prior to the meeting.
3. At its next regular meeting following this discussion, the KRL Board will discuss and deliver its final decision on the proposal. The city council will be notified as soon as possible.
4. KRL and the city council of the prospective branch will sign the Master Agreement before a new branch library is opened for service.

Service Requirements

1. A City Council establishing an approved branch library of KRL shall appoint a representative to the KRL Board, as required by the Master Agreement.
2. KRL will determine the staff hours adequate for the branch library and for headquarters operations to ensure that the branch library is open for the required number of open hours.
3. A new branch library will be open no fewer than 20 hours per week.
4. A City Council establishing an approved branch library of KRL will agree to follow policy direction of KRL.

Responsibilities of the Local City Council for Branch Operation

In addition to what is outlined in the KRL Master Agreement, the local council shall agree to:

1. Provision of a building, furniture, shelving and other library equipment (including but not limited to paperback rack, book return, file cabinet, book trucks and shelving) and an initial opening day collection of materials.
2. Provision of heat, air-conditioning, light, water and other utilities with the exception of telephone service.
3. Trash removal services on a weekly basis.
4. Maintenance and repair of the building and grounds, including raking, lawn mowing and snow removal.
5. Insurance on the building, city-owned contents and liability.

6. Purchase and annual maintenance of electronic equipment required by KRL for participation in the Aurora catalog and MnLINK library cooperation program.
7. Support of regional policies that guide the operations of the regional library and all its agencies.
8. Development and interpretation of policies relating to meeting room use (if applicable).
9. Support of special programming such as lectures, exhibits, children's programming and discussion groups.
10. Support for provision of adequate funding for regional library service program with local, state and federal authorities.
11. Development of additional local funding, through taxes, gifts, township contributions, etc. for supplementary materials, equipment and building costs.

Responsibilities of Kitchigami Regional Library

In addition to what is outlined in the KRL Master Agreement, KRL will agree to:

1. Development and implementation of all library policies that are uniform across the region.
2. KRL administrative staff determines weekly hours of service with input from local residents.
3. Selection of library materials for all Kitchigami agencies. All materials must be ordered through headquarters regardless of the source of funds. All materials must be processed centrally for use of the agency. Local citizens are encouraged to make collection development suggestions for staff consideration.
4. Selection, training and employment of all branch personnel. The KRL Board is responsible for maintaining a region-wide pay schedule and personnel policies for all KRL personnel. All decisions relating to hiring, promotion, demotion or termination are the responsibility of the regional library.
5. Insurance of building contents other than city equipment, including materials as itemized on the annual insurance inventory.
6. Miscellaneous services such as telephone service, delivery service at least twice a week, purchase of essential operating supplies and all other responsibilities not directly associated with the provision and maintenance of physical facilities.

Provision of the telecommunications and equipment infrastructure required to support the Aurora catalog and the MnLINK cooperative library program.

Facility Requirements

Providing an adequate library facility is a requirement of the city, which wishes to establish a branch library of Kitchigami Regional 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:
 - Near the center of the highest density of daily activity
 - Near high use facilities such as a post office, bank, retail stores
 - Located on a primary street
 - Provide on and/or off street parking within a reasonable distance.
3. No less than 2,250 sq. ft. minimum public service space (not including office and/or storage space.)
5. Multi-use facilities are acceptable only if each area is designated its own space and physically and securely separated from other areas of the building.
5. Delivery access: easy access for deliveries of library materials must be provided.

Collection Development Requirements

1. New branches require an opening day collection. The collection of a pre-existing community library will be cataloged into the KRL system by headquarters staff.
2. When a pre-existing collection does not exist, or is being developed from personal donations, KRL will provide the city with an estimate of the additional dollars required by the region to purchase and prepare an opening day collection.
3. Donated items will be subject to the same criteria for selection as new books and will be cataloged or disposed of according to those criteria. KRL staff will make all decisions.