

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: MAY 7, 2007

SUBJECT: BRANCH LIBRARY EXTENSION POLICY

ATTACHMENTS: YES

SUMMARY OF REQUEST:

On April 13, 1993, the Henderson County Library Board of Trustees approved the Branch Library Extension Policy. A subsequent addendum to the policy was also approved by the Board of Trustees on February 8, 2007. The Library Director and Library Board of Trustees has requested that the Board of Commissioners also review, and formally approve the Extension Policy.

The Henderson County Public Library's Branch Library Extension Policy is attached for review. Staff will also be present to discuss the policy and answer any questions the Board may have.

BOARD ACTION REQUESTED:

Staff requests that the Board of Commissioners review the attached Branch Library Extension Policy, and approve it as presented.

Suggested Motion:

I move that the Board of Commissioners approve the Branch Library Extension as presented.

Approved by Board of Trustees on April 13, 1993
Revised 01/06/2007

BRANCH LIBRARY EXTENSION POLICY

It is the policy of the Henderson County Library to provide library services to all residents of Henderson County.

The primary service point is the main library located in Hendersonville, North Carolina. This facility provides a full range of services and programs to all who wish to use them.

A secondary level of service may be provided in communities eight or more miles distance from the primary library. Such libraries will provide a basic collection of books, periodicals, and audio-visual materials. These libraries will also house a basic collection of reference materials and a basic level of programming, primarily for young children. It is anticipated that these libraries will be at least 3,000 to 5,000 square feet in size and house 10,000 to 20,000 volumes. Larger service population and demand may dictate large facilities and collections.

A third level of service may be provided to communities that are closer than eight miles to an established primary or secondary level library. These libraries will provide popular book services, periodicals and audiovisual materials. Such libraries are expected to house not less than 3,000 volumes and may be only a few hundred square feet in size.

The County of Henderson owns the primary service library and may own or enter into long term leases to acquire secondary level library facilities. The County will not own or lease third level libraries. These must be provided by the community in which they are located.

The Libraries will be staffed in relation to their levels of use. At present the library will provide one full time paid staff for a library circulating 16,500 items each year. A library circulating 30,000 items will qualify for a second paid staff member. Libraries circulating smaller numbers must be staffed by volunteers from the community. It is required that no library be open with less than two staff, paid or volunteer, in attendance.

Implementation of this policy and extension of new service outlets is subject to the approval of the Henderson County Board of Commissioners. The Board reserves the right to approve or disapprove such requests as they may impact county resources and service priorities.

ADDENDUM TO BRANCH LIBRARY EXTENSION POLICY

THIRD SERVICE LEVEL LOCATIONS

- 1) Should a third tier service library maintain an annual circulation level of 16,500 checkouts for two consecutive twelve months periods the Library Board may petitioned to recommend the provision of staffing by the Henderson County Board of Commissioners.

Approved by Board of Trustees on February 8, 2007