

REQUEST FOR BOARD ACTION

HENDERSON COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: July 20, 2016

SUBJECT: Branch Library Extension Policy

PRESENTER: Trina Rushing, Library Director

ATTACHMENTS: Yes

SUMMARY OF REQUEST:

The Branch Library Extension Policy provides guidance to the library system when determining levels of library service to residents of Henderson County. The original Branch Library Extension Policy was written in 1993 and amended to include the Mills River Library in 2007. Both the statistics used and the level of service described in that policy are no longer applicable to our library system.

The Policy was recently rewritten and was approved by the Library Board of Trustees in June 2016. It is the feeling of the Board that this policy more accurately reflects the levels of service that both currently and in the future will be provided by the County and reflects the most recent Public Library Standards.

BOARD ACTION REQUESTED:

The Board is requested to approve the Branch Library Extension Policy as presented.

SUGGESTED MOTION:

I move that the Board approves the rewritten Branch Library Extension Policy as presented.

BRANCH LIBRARY EXTENSION POLICY

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

Tier I: Main Library

The Tier I library is the Main Library located in Hendersonville, North Carolina. This facility is owned by the County of Henderson and provides a full range of services and programs to all who wish to use them.

Tier II: Branch Library

A Tier II library may be provided in communities eight or more miles distance from the Tier I library and from other Tier II libraries. The County may build, own, or enter into long term lease to acquire Tier II libraries located within unincorporated areas of Henderson County. Expansion or addition of these facilities must be provided by the incorporated area in which they are located.

Tier III: Library Service Outlet

A Tier III library may be established in communities that are closer than eight miles to an established Tier I or Tier II library. The County will not build, own, or lease Tier III libraries. These facilities must be provided for and maintained by the incorporated area in which they are located.

Service Levels:

Service levels for Tier I and Tier II libraries will be determined in relation to their levels of use, community needs, the library's service goals, and budgetary constraints. The County will make effort to align with the current recommended Public Library Standards:

Staff:	.5 FTE/1,200 population of service area
Facility Size:	1.25 SF/capita
Print Collection:	2 items/capita

Tier III libraries, with approval of the Henderson County Board of Commissioners, may be provided furnishings, technology, and a print collection by the County in accordance with Public Library Standards. Should a Tier III library maintain an annual circulation level of 16,500 checkouts for two consecutive twelve months periods the Library Board may be petitioned to recommend the provision of staffing by the Henderson County Board of Commissioners.

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.