

 Viking Library System
Library Service Agreement

Adopted 1975, Amended 1989 and 2003

WHEREAS, we the undersigned have officially acted to establish public library service in our cities and counties and provide the financial support for such service; and

WHEREAS, it is advantageous to accomplish this in a practical and economical manner through participation in Viking Library System (VLS); and

WHEREAS, this library agreement is authorized and governed by Minnesota Statutes Chapter 134; and

WHEREAS, Viking Library System has been established by the Commissioner of the Department of Education and designated as the recipient of state and federal funds for public library services in the counties of Douglas, Grant, Otter Tail, Pope, Stevens and Traverse;

NOW THEREFORE, we the undersigned representing the parties indicated do hereby enter into the following agreement:

I. PURPOSE

It is the purpose of this agreement to establish, continue, strengthen and improve public library services in the participating cities and counties.

II. MEMBERSHIP

Membership shall consist of the Minnesota counties of Douglas, Grant, Otter Tail, Pope, Stevens and Traverse and any such public libraries within these counties as shall meet the eligibility requirements of the Viking Library System and state and federal authorities. As of January 1, 2003, these are the municipal libraries of Browns Valley, Elbow Lake, Fergus Falls, Glenwood, Hancock, Morris, New York Mills, Pelican Rapids, Perham, Wheaton and the Douglas County Library.

The Governing Board may consider for membership other city and county libraries under the same terms and conditions as current members providing that Viking Library System is eligible for state and federal funding for the area(s) applying for membership.

III. GOVERNANCE

Viking Library System will be governed by a library system board constituted and appointed in the follow manner: Each county board of commissioners shall appoint one representative from among the residents of the county. Each member library board shall appoint one representative from among the residents of its city, or county if it is a county library board. Those member libraries with a service area population in excess of 15,000 shall each appoint an additional representative from among the residents of the service area. Service area population is defined as the city population plus the non-resident area designated by the Viking Library System Governing Board, or in the case of a county, the entire county population. (See Appendix 1 for service areas.)

Persons appointed to the Viking Library System Governing Board should have a demonstrated interest in library services and development and be broadly representative of the area served.

The Viking Library System Governing Board shall hire a director and shall have the powers and duties provided for such governing boards as specified in Minnesota Statutes, Chapter 134.20.

The Viking Library System Governing Board shall adopt and follow such by-laws as may be appropriate, consistent with law, and not inconsistent with this agreement. Said by-laws may address, but are not limited to, such matters as the length of board terms, vacancies, officers, committees, meeting times and dates, and fiscal responsibilities.

The Viking Library System Governing Board may make such reasonable regulations for membership as are necessary while recognizing the independent status of member libraries.

IV. SERVICES

A. Viking Library System may provide the following services, or other services not listed, as deemed appropriate by the Viking Library System Governing Board, using a combination of federal, state and county funds.

1. Bookmobile

Regional public library systems are charged first with extending public service to all Minnesotans. The bookmobile fulfills that charge for Viking Library System by providing convenient public library service to citizens within the region who live in rural areas and in cities that do not have public libraries. Bookmobile stops are based on actual and potential use of services and are evaluated annually. Stops in towns with member libraries are made only with approval according to local library policy.

2. Readmobile

Readmobile service was established as a state funded initiative designed to target children at risk for literacy. As such, the Readmobile is available to Headstarts and daycares within Viking Library System, providing story hours and materials checkout. Stops in towns with member libraries are made only with approval according to local library policy.

3. Automation/Telecommunications

The automation systems within the twelve regional public library systems, in combination with the telecommunications networks, form the basis for resource sharing between and among public libraries in Minnesota. Viking Library System currently offers an integrated online bibliographic database with cataloging, circulation, acquisitions and public access modules. Viking Library System provides software and hardware support as well as a high-speed telecommunications network and Internet access for each member library.

4. Interlibrary Loan

Viking Library System contracts with a reliable resource to provide Reference and Referral Services for its member libraries. This contract, currently with the Fergus Falls Public Library, also includes reference collection development funds.

5. Delivery

Delivery service provides door-to-door pickup and delivery of interlibrary loan materials and other items between and among Viking Library System headquarters and its member libraries. Items requested and loaned through the MINITEX system are also carried on this service. Stops are made on an every-other-day basis to all member libraries and items are sorted en route to maximize quick delivery times.

6. Non-Resident Reimbursement

In further fulfillment of the charge to extend public library service to all, Viking Library System established the non-resident reimbursement program so that all residents of the six-county area can use its member libraries free of charge. County funds are used to reimburse member libraries by a formula based on the service areas found in Appendix I. Funds are distributed on the following basis: 50% in July, 25% in November and 25% in December. The November and/or December payments can be deferred to the following January with approval according to local library policy.

V. FINANCING AND DISBURSEMENT OF FUNDS

The Viking Library System Governing Board shall have authority over all monies credited to the library fund of Viking Library System. This fund shall include, but not be limited to, such state and federal funds as may be made available to it, such county monies as shall be provided for services, such city monies as shall be provided for services, other grants and miscellaneous funds as shall be received from time to time, and other funds which may be paid to it.

Viking Library System agrees to discuss with each County Board of Commissioners at least annually, or more often as a county may desire, the services provided by Viking Library System and the funding needed to support the services. Each county shall provide to Viking Library System and each city shall provide for the operation of its municipal library, funding at least equal to the minimum level of support required by state law for participation in a regional public library system. [MN State Statute 134.34]. In the case of a county library, the participating county must send either the minimum level of support required by state law (currently .82% of ANTC) or the full amount of the Viking Library System request, whichever is less, to Viking Library System, any remainder of which must go to the county library of that participating county.

The Viking Library System Governing Board shall have the authority to disburse all funds received for the benefit of library service in the service area. All operating expenses of the Viking Library System shall be proper charges against such funds. The Viking Library System Governing Board shall maintain a general financial accounting of disbursements according to specific programs. An audit of all receipts and disbursements will be conducted annually by a certified public accounting firm and copies shall be filed with the county auditor of each participating county, with each member library, and with the State Auditor's Office.

The Viking Library System Governing Board, with the assistance of the Viking Library System director, shall prepare an annual budget based on anticipated total revenue and a

program of services. The proposed cost of providing service to each county shall be presented annually to the County Commissioners of that county. A copy of the approved budget shall be filed each year, with the county auditor of each participating county and with each member library.

The Viking Library System Governing Board has final authority on how all of its funds will be used.

At least 50% of the total approved amount to be provided to Viking Library System in- each calendar year shall be paid to Viking Library System by each county prior to July 31 of that calendar year and the remainder by December 15 of the same year.

VI. TERMINATION

Member libraries may terminate participation by giving written notice of termination to the Viking Library System Governing Board at least six months prior to the close of the System's fiscal year (i.e. by June 30). Counties may terminate participation by giving written notice of termination to the Viking Library System Governing Board at least six months prior to the close of the System's fiscal year (i.e. by June 30) and by providing confirmation that they have received approval from the MN Department of Education to join another regional public library system. Any new members not included in this agreement shall participate for an initial period of at least three years.

In the event a party terminates participation, all assets of the party that were received, provided by, or purchased with funds provided by Viking Library System shall be immediately returned to Viking Library System for re-assignment elsewhere, except this clause shall not apply to the value of any such assets which have been discarded or necessarily replaced in the usual course of business.

If any party exercises its right to rescind, this Agreement shall remain in full force and effect between the remaining parties.

This agreement may be dissolved by the mutual consent of the parties by creating a new agreement.

Amendments to this agreement may be proposed by the Viking Library System Governing Board and shall become effective upon ratification by all member cities, counties and libraries.

VII. OTHER PROVISIONS

A. The Viking Library System Governing Board, and its personnel hired to administer and operate the public library service herein provided for, shall be responsible to see that all areas shall receive their full and due share of attention and service. It is the intention of all concerned to involve the local public libraries in the services of Viking Library System to the fullest possible extent, and to work for full cooperation and coordination of services with said libraries.

B. There shall be an advisory committee consisting of one head librarian/director from each participating library. It shall be the function of this committee to assist the

director of the Viking Library System in devising plans for library development. The committee shall meet at least once a year for this purpose.

- C. Viking Library System shall meet the eligibility requirement for state and federal aids as established by the State of Minnesota.

VIII. APPROVAL AND EFFECTIVE DATE

This agreement shall be in effect on the 9th day of December 2004. It shall supercede all previous agreements among the parties with respect to public library service. This Agreement has been approved by the parties listed below on the dates indicated.

Governing Board, Viking Library System, Fergus Falls

_____	_____	_____
Chair	Secretary	Date

Board of County Commissioners, Douglas County Minnesota

_____	_____	_____
Chair	Auditor	Date

Board of County Commissioners, Grant County Minnesota

_____	_____	_____
Chair	Auditor	Date

Board of County Commissioners, Otter Tail County Minnesota

_____	_____	_____
Chair	Auditor	Date

Board of County Commissioners, Pope County Minnesota

_____	_____	_____
Chair	Auditor	Date

Board of County Commissioners, Stevens County Minnesota

_____	_____	_____
Chair	Auditor	Date

Board of County Commissioners, Traverse County Minnesota

_____ Chair	_____ Auditor	_____ Date
City of Browns Valley, Minnesota		

_____ Mayor	_____ City Clerk	_____ Date
City of Elbow Lake, Minnesota		

_____ Mayor	_____ City Clerk	_____ Date
City of Fergus Falls, Minnesota		

_____ Mayor	_____ City Clerk	_____ Date
City of Glenwood, Minnesota		

_____ Mayor	_____ City Clerk	_____ Date
City of Hancock, Minnesota		

_____ Mayor	_____ City Clerk	_____ Date
City of Morris, Minnesota		

_____ Mayor	_____ City Clerk	_____ Date
City of New York Mills, Minnesota		

_____ Mayor	_____ City Clerk	_____ Date
City of Pelican Rapids, Minnesota		

Mayor

City Clerk

Date

City of Perham, Minnesota

Mayor

City Clerk

Date

City of Wheaton, Minnesota

Mayor

City Clerk

Date

Public Library Board, Browns Valley, Minnesota

President

Secretary

Date

Public Library Board, Douglas County, Minnesota

President

Secretary

Date

Public Library Board, Elbow Lake, Minnesota

President

Secretary

Date

Public Library Board, Fergus Falls, Minnesota

President

Secretary

Date

Public Library Board, Glenwood, Minnesota

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Date

Public Library Board, Wheaton, Minnesota

President

Secretary

Date