

**South St. Paul's Proposal Regarding the
Transfer of Library Operations from City of South St. Paul to Dakota County Libraries**

I. Site Options for Remodeled/New Library

A. Existing Library Site Combined with Lawshe Museum Site

1. This option would re-use the 1927 Library Building in a complementary manner as part of the new facility. The goal of incorporating this building into the new project is to protect the character, physical appearance, and historical value of this building.
2. This option is contingent upon the County's decision to discontinue the Lawshe Museum as home to the Dakota County Historical Society
 - a. The City of South St. Paul is not endorsing or supporting closure of the Lawshe Museum as we feel it is an important part of the Community. However, if Dakota County chooses to discontinue Dakota County Historical Society operations at the Lawshe site, then an expansion of the Library on the combined parcels is a feasible and preferred option in our partnership with Dakota County.

B. City & Special School District #6 Property at 7th & Marie

1. This site would involve repurposing of the current amphitheater area and closure of 7th Avenue.
2. A traffic study and traffic re-routing option will be necessary to ensure this option is feasible.

C. School District's Roosevelt Site

1. Unsure as to SSD#6's interest in making this site available.

II. Considerations for Existing SSP Library Staff

A. If the SSP Library is incorporated into the County Library System, SSP Library employees will become County employees on the effective date of the incorporation, or another date as agreed to by the Parties

B. Current SSP Library Employees will be paid the greater of current wages or DCL wages commensurate with their current experience; whichever is greater.

1. If SSP wages are greater, employees will be granted cost of living adjustments at the same amounts as approved for DCL employees.
2. SSP Library Employees will be provided with the same benefits (to include but not necessarily limited to health insurance, other insurances, vacation, sick leave, and holidays) as provided to DCL employees based on their years of service with the SSP library.

III. Assumption of Operation:

- A. DCL shall assume operation of the South St. Paul Library on January 1, 2021.
- B. A lease shall be developed between the City and County for County operation of the current SSP Library facility, reflecting the concepts of County paying nominal rent plus assuming operating costs. The City shall retain responsibility for building repairs and maintenance beyond standard janitorial services and will endeavor to keep the facility in good condition.
 - 1. To fully understand building repair and maintenance expectations, the County will undertake a study prior to the assumption of operations that will assess any investments or improvements necessary to maintain the current SSP Library in acceptable operating condition until a longer-term strategy is identified and implemented. The City and the County will mutually identify potential resources for those interim activities.
 - 2. Library services provided by the County to the SSP branch will generally be consistent with library services provided at other facilities within the County Library system. The terms “services” is meant to include hours of operation, staffing levels, operating and capital budgets, equipment, collection materials, etc.
 - a. The County will allow for services and/or programming to meet the unique needs of the SSP branch and community.
 - b. The City has the right to enhance collection materials at the SSP branch that shall be primarily housed at this location by providing an annual contribution of \$5,000 per year for the first five (5) years of operations. The Branch Librarian shall be granted the authority to make selections for materials with these funds.
 - c. The SSP community will have the right to create a “Friends of the Library” group to support and enhance programming and collection materials at the SSP Branch.

IV. Transfer of Assets

- A. The City shall transfer all designated library assets from the SSP Library to the County, such as the existing book collection, equipment, etc. upon assumption of operations by the County. The County acknowledges the value of said book collection, equipment, and other related assets exceeds \$1.175 million. (Based on list prices at time of acquisition for books and other collection materials as determined by DCL staff.)
- B. The County shall conduct an evaluation of the existing assets and inform the SSP Library of any intention to cull said assets upon their assumption of operations due. The County will endeavor to preserve the SSP collection subject to approved disposition guidelines.

V. Construction of Remodeled/New Facility

- A. The County shall design an expanded/new facility for SSP of approximately 17,000 square feet in a manner consistent with other County Libraries of similar size.
- B. The County and their designated staff will engage the City and SSP Library Board in the design process to ensure the new facility meets the needs and expectations of the community.
- C. Should SSP wish to enhance the facility beyond concept as set forth in V.A., then SSP shall contribute financial resources in an amount commensurate with the desired enhancements.
- D. The SSP City Council and Library Board shall have approval rights over the final design concepts.
- E. The County agrees that the process to be followed shall provide for a completed library facility for SSP by no later than July 1, 2023 or 24 months from development of a design to be approved by SSP; whichever is later.

VI. Discontinuance of Library Services in SSP

- A. The County agrees that it will not close the SSP Library branch unless at least two other branches existing as of the date of this agreement have also been closed.
- B. Should the County decide to discontinue library operations in SSP at any time in the future, SSP shall have the option of resuming operations and shall be granted unencumbered title to all assets, including the land and building, which have been part of the SSP branch.