

WAUSHARA COUNTY

LIBRARY SERVICE PLAN

2008

AGREEMENT

THIS AGREEMENT is by and between **Waushara County**, a State of Wisconsin Municipal Corporation, hereinafter called "COUNTY," and the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX."

WITNESSETH

WHEREAS, in accordance with Wisconsin Statutes, Section 43.15(4)(b), the County may participate in a federated public library system if it does all of the following:

1. Adopts and maintains the plan of library service submitted and approved under Section 43.11(3) and 43.13(1).
2. Provides the financial support for library services required under sub. (2). [43.15(2)]
3. Enters into a written agreement with the public library system board to participate in the system and its activities and to furnish library services to residents of those municipalities in the county not maintaining a public library, and

WHEREAS, the plan of library service for a county... (43.11 [3] [c]) shall provide for library services to residents of those municipalities in the county not maintaining a public library under Chapter 43. The services shall include full access to public libraries in the county participating in the public library system. The plan shall specify the method and level of funding to be provided by the county to implement the services described in the plan and shall describe the services to be provided by the public library system and the allocation of state and county aid to fund those services, and

WHEREAS, Winnefox has been organized and operates as a federated public library system within the meaning of Section 43.19 Wisconsin Statutes, and

WHEREAS, Winnefox, must, in order to qualify for and maintain its eligibility for state aid provide all services outlined in Section 43.24(2) of the Wisconsin Statutes; and

WHEREAS, it is in the best interest of Waushara County to contract with Winnefox to provide for the extension and development of library services described in the Long-Range Plan of Library Service, hereinafter called the Plan, a copy of which is attached hereto.

NOW IT IS HEREBY AGREED as follows:

1. The Waushara County Board of Supervisors authorizes the Winnefox Library System to negotiate and execute such Agreements as are necessary to implement

the Plan attached hereto for the calendar year 2007 and each subsequent year for the life of the plan.

2. The County agrees to participate in the Winnefox Library System and its activities.
3. The County agrees that all of the public libraries in Waushara County should be compensated for serving Waushara County residents living outside of municipalities that maintain libraries. Accordingly, the Waushara County Library Advisory Committee (LAC), composed of the Directors of the libraries located within Waushara County, shall present an annual funding request formulated according to the following methodology:
 - a) Using the latest Annual Reports filed with the Wisconsin Department of Public Instruction (DPI), the Waushara Library Advisory Committee (LAC) shall determine the municipal support for each library. Municipal support is defined as the amount of funds appropriated for library operations during the fiscal year for which the annual report was filed. Funds received from Waushara County or generated by fees, fines, grants and the like will be excluded from this determination.
 - b) The municipal support for library services for each community that maintains a library within the county shall be divided by the current population of that community as determined by the latest figures available from the *Wisconsin Department of Administration* (DOA). The population for the Village of Redgranite shall be reduced by the number of inmates of the Redgranite Correctional Institution, as determined by the Wisconsin Department of Corrections. The resulting figures shall be considered the “support per-capita” for each municipality.
 - c) The support per-capita for each municipality that maintains a library shall be added together and divided by the total number of libraries in the county to determine the average support per-capita in the county.
 - d) The average support per-capita levied by municipalities for library service shall be multiplied by the population of the county living outside of municipalities that maintain libraries (rural residents). The resulting figure will constitute the total funding request to libraries for serving non-residents from within the county for the plan year.

$$\begin{array}{rcccl} \text{(Average municipal} & \text{X} & \text{(non-resident} & \text{=} & \text{(total Waushara County} \\ \text{support per-capita)} & & \text{population)} & & \text{Funding Request)} \\ \text{(a)} & & \text{(b)} & & \text{(c)} \end{array}$$

- e) Funds appropriated by Waushara County for Municipal Libraries shall provide reimbursement to county libraries for service to non-residents as

well as support for Winnefox Cooperative Technical Services (WCTS) which provides libraries with cooperative ordering, cataloging, material processing, and other services.

4. Funding shall be distributed as follows:
 - a) Each library shall receive funding equal to the previous year's funding as a base amount if possible.
 - b) The Berlin Public Library shall receive payment for use by Waushara County residents as provided in sec. 43.12(1), Wisc. Stats.
 - c) Winnefox Cooperative Technical Services (WCTS) shall receive funding as approved by the Waushara County Library Planning Committee.
 - d) After each library's base funding has been allotted, and after funding for the Berlin Public Library and WCTS has been allotted, any remaining funds shall be divided as follows:
 - 1) Remaining funds shall be distributed to the libraries based on their percentage of items checked out to county residents. In 2007 the first 2% of any funding increase shall be allocated to the Leon-Saxeville, Plainfield, Poy Sippi, and Redgranite Public Libraries. Additional funding shall be allocated to the libraries by the Library Service Committee. Beginning in 2008 funding increases shall be shared by all libraries according to the formula.
 - 2) Each library's percentage of the total number of items checked out to county residents living in areas not directly maintaining a public library shall be calculated. The Leon-Saxeville Public Library shall include 30% of the items checked out by residents of the Towns of Leon & Saxeville in this amount. The Poy Sippi Public Library shall include 30% of the items checked out by residents of the Town of Poy Sippi in this amount.
5. Nothing in the funding formula shall preclude the libraries from requesting grant funds, or special project funds, for a specific purpose. Approval of such a request shall be at the discretion of the County.
6. The County shall be entitled to membership on the library boards of the participating libraries as provided in sec. 43.60(3), Wis. Stats. Appointment of County members of the library boards shall be made by the Waushara County Board Chairman, subject to confirmation by the Waushara County Board of Supervisors.
7. The County designates Library Services Committee and the Waushara County Librarians Advisory Committee as the Waushara County Library Planning Committee.
8. The borrower registration records of participating libraries may be audited by an official of Waushara County appointed by the Chairman or County Board for the purpose of ascertaining that registration procedures for borrowers are applied

equally to both city and county residents and that borrower percentage figures described in the Plan are accurate. In no manner can an audit violate provisions of sec. 43.30, Wis. Stats. which relates to confidentiality of library records, or library policy.

9. The parties further agree to work cooperatively to further improve public library service to County residents.
10. Winnefox agrees to provide such financial or operational reports of its activities, as the County deems appropriate and desirable.
11. This Agreement shall become effective January 1, 2007 and will remain in effect through December 31, 2011, the life of the attached long-range plan. This Agreement may be amended at anytime by mutual agreement of both parties. The parties may abrogate it only by following procedures outlined in Wisconsin Statute 43.18.

APPENDIX A: Long-Range Plan of Library Service - Waushara County 2007 – 2011
ATTACHMENT: Funding request for 2008

WINNEFOX LIBRARY SYSTEM

WAUSHARA COUNTY

Jeff Gilderson-Duwe, Director

Norman Weiss, County Board Chair

Lewis Rosser, President
WLS Board of Trustees

John Benz, County Clerk

Dated: _____

Date: _____

Appendix A:

**Waushara County
Long Range Plan of Library Service 2007 – 2011**

Statements Principle:

1. The people of Waushara County should have convenient access to all library services being provided by all county municipal libraries within the county on the same terms as local municipal residents supporting such libraries. The people should be free to use any or all libraries at their discretion.
2. Nothing in the county plan of service or the formula for reimbursement should inhibit the ability of the libraries to aggressively promote the use of libraries by all county residents.
3. The participating libraries recognize a responsibility to provide library services in the most cost effective manner. Each library will initiate or continue a planning process, including shared automation projects and cooperative reference access, in order to provide the most needed services in the most cost-effective way.
4. The participating libraries recognize that they have a responsibility and an important role to play in providing programs which foster early childhood learning and family literacy.
5. Residents of those municipalities with libraries should be assured access to the other libraries in Waushara County. No compensation will be necessary when respective use is determined to be *reciprocal*.
6. Residents of Waushara County should have access to the resources of other libraries within the Winnefox Library System. It is the responsibility of the County to reimburse libraries for that service. (Wis. Stat. 43.11(3)(c)) in accordance with the Plan. No compensation shall be necessary when respective use between the counties is reciprocal.
 - a. Waushara County shall provide reimbursement to Winnefox member libraries serving Waushara County residents living outside of municipalities with libraries at the same level of reimbursement (excluding grants and support for shared services) as is paid to Waushara County libraries.
 - b. Winnefox Library System member libraries located outside Waushara County electing to request payment must submit a bill for service provided in the preceding calendar year to the County Library Services Committee by August 1 of each year so that an amount may be budgeted for the following fiscal year.

7. Residents of the Winnefox Library System should have access to the resources of other libraries outside of the Winnefox Library System. No compensation will be necessary when respective use between systems is determined to be *reciprocal*.

Library Service Priorities 2007 through 2011:

Residents of Waushara County enjoy the opportunity of receiving service from nine unique libraries located within the county. The priorities and activities listed below are examples of priorities found in individual plans and policies and will be undertaken by one or more libraries.

- I. All libraries in Waushara County will continue to consider services to children and families to be of primary importance.

Activities:

- a. Promote shared resources of the county and system to schools and students to support teaching and homework needs and education.
- b. Promoting family literacy by designing programs for children to take part in with their families.
- c. Increase the number of programs and incorporate learning activities into program
- d. Expand library hours to accommodate needs of teens after school especially those at risk.
- e. Plan joint activities with other organizations working with youth and children.

- II. The libraries in Waushara County will become the center of community life for all citizens of Waushara County.

Activities:

- a. Promote employment resources, such as the State Job Search, in the library. Assist people in using the services.
- b. Keep information resources up to date.
- c. Promote diverse activities for a variety of age groups such as educational games for young, information about the community for businesses, etc.
- d. Provide space for groups to meet.

- III. Waushara Libraries will play a lead role in providing access to information technology to all citizens of the county and promoting information literacy.

Activities:

- a. Provide internet classes for senior citizens
- b. Provide software tutorials on library computers

- c. Each library will make materials available for to assist Spanish individuals to learn English.
- d. County libraries will work with the library system to select electronic resources most appropriate for the citizens of Waushara County.

IV. County libraries will take a lead role in literacy in the county including to those for whom English is a second language.

Activities:

- a. Work with groups representing new immigrants, headstart, family first, etc., to support mutual efforts to assist new arrivals in learning English.
- b. Work with Family Literacy Partners to provide learning material for adult new readers in the county.
- c. County libraries will provide alternative information formats, such as audiobooks and adult easy readers for those with low reading/literacy skills.

V. Waushara libraries will work closely with local schools and families that home school their children as partners in the educational process.

Activities:

- a. Provide Electronic resources such as E-books
- b. Provide links from library web pages to resources addressing home schooling needs.
- c. Provide interlibrary loan of learning materials.

VI. All county libraries will provide services to those within the county with special needs by forming partnerships with other public and private service providers.

Activities:

- a. Work with meals on wheels to schedule for home delivery to county residents who cannot travel to the library.
- b. Provide books at meal sites for the elderly.
- c. Provide a county representative to system special needs committees.

VII. County libraries will be proactive in meeting changing needs within the county.

Activities:

- a. County library directors (Library Advisory Committee or LAC) will continue to meet as a group on a regular basis to discuss common needs and services.

- b. The Waushara LAC will meet with the Waushara County Library Services Committee to discuss library issues and solicit the views of the Committee.
 - c. The Waushara LAC will provide representation to Winnefox Library System working on developing specific services such as electronic information, special needs, or services to children.
- VIII. Libraries within Waushara County will facilitate lifelong learning for all residents of the county.

Activities:

- a. Provide resources for life skills for those wanting to improve or refresh basic education provided in school.
- b. Provide ready reference and other resources to satisfy immediate information needs.
- c. Support curriculum needs of distances education learners by connecting the customer to information and services provided by other libraries.
- d. Library staff will serve as proctors for exams as necessary.

Evaluation

Each year, prior to annual funding requests, County Libraries will present a report to the Waushara County Library Services Committee and County Board detailing progress on service priorities listed above. The committee will be provided with appropriate statistics, and other information, to access the effectiveness of county libraries.

Attachment: 2008 Funding Request

Waushara County Library Funding Request 2008

The Winnefox Library System, on behalf of public libraries in the county, submits the following request for funding library services during 2008 according to the formula outlined in the Waushara County membership agreement with the Winnefox Library System.

\$ 252,784 Reimbursement to Waushara County libraries for service provided to county residents living outside municipalities with libraries:

Coloma Public Library	26,670
Hancock Public Library	22,116
Leon-Saxeville Township Library, Pine River	13,799
Plainfield Public Library	20,549
Poy Sippi Public Library	19,076
Redgranite Public Library	18,292
Wautoma Public Library	83,381
Patterson Memorial Library, Wild Rose	48,901

\$39,577 Reimbursement to Berlin Public Library for service provided to county residents living outside municipalities with libraries:

\$76,753 Winnefox Cooperative Technical Services (WCTS):

\$369,114 Funding for Waushara County Libraries 2008

\$ 10,423 Reimbursement to libraries in adjacent counties for service provided to Waushara county residents living outside municipalities with libraries.

Oshkosh	\$9,372
Oxford	\$19
Princeton	\$165
Westfield	\$867

\$379,537 Waushara County Library Funding 2008