

**GREEN LAKE COUNTY**

**LIBRARY SERVICE PLAN**

**2012**

AGREEMENT

THIS AGREEMENT is by and between **Green Lake 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 Green Lake 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.

NOW IT IS HEREBY AGREED as follows:

1. The Green Lake 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 2012 and each subsequent year for

the plan's life.

- 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 Green Lake County should be compensated for serving Green Lake County residents living outside municipalities that maintain libraries. Accordingly, the Green Lake County Library Advisory Committee, composed of the Directors of the libraries in Green Lake County, shall present an annual funding request based on this formula. It is understood that due to budget constraints the county may not be able to fund the full request in some years.
  - a) Using the latest Annual Reports filed with the Wisconsin Department of Public Instruction (DPI), the public libraries in Green Lake County shall determine what percentage of the previous year's total circulation is to residents of Green Lake County residing outside of the municipalities which maintain libraries (county rural residents).
  - b) The percentage of circulation to county rural residents shall be multiplied by the total operational expenditures of the libraries for the prior year. This figure shall constitute the libraries' request for reimbursement for services to Green Lake County rural residents.
$$\begin{array}{rcc} \text{Total expenditures} & \times & \text{percentage of circulation to} & = & \text{Green Lake} \\ & & \text{county rural residents} & & \text{County support} \\ & \text{(a)} & & \text{(B)} & & \text{(c)} \end{array}$$
  - c) The allocation of funds shall be as follows:
    - a) Using figures reported on their most recent annual reports, each library shall determine their cost per-circulation by dividing their total operational expenditures by their total circulation for the service year.
    - b) The cost per-circulation at each individual library shall be multiplied by the library's total non-resident circulation from Green Lake County. The resulting sum, plus any funds for shared services, will constitute that library's share of support from Green Lake County.
- 4 Funds appropriated by Green Lake County shall also provide support for Winnefox Cooperative Technical Services (WCTS) which provides libraries with cooperative ordering, cataloging, material processing, and other services. The WCTS Executive Council with the assistance of the Green Lake Librarians Advisory Committee (LAC) shall determine the WCTS service program and shall submit a budget request to fund the county's share of the service program.

- 5 Green Lake County shall pay funds requested by libraries in adjacent counties under Section 43.12(1) of Wisconsin Statutes.
- 6 Nothing in the funding formula shall preclude the libraries from requesting grant funds or special project funds from the County for a specific purpose. Approval of such a request shall be at the County's discretion.
- 7 The County shall be entitled to membership on the library boards of the participating libraries as provided in sec. 43.60(3), Wis. Stats. The Green Lake County Board Chairman, subject to confirmation by the Green Lake County Board of Supervisors, shall appoint County members to the library boards.
- 8 The County designates the Agriculture, Extension, Education & Fair Committee and the Green Lake County Librarians Advisory Committee as the Green Lake County Library Planning Committee.
- 9 The borrower registration records of participating libraries may be audited by an official of Green Lake County appointed by the Chairman or County Board to ascertain 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. This audit may not violate provisions of sec. 43.30, Wis. Stats. regarding confidentiality of library records.
- 10 The parties agree to cooperate to further improve public library service to County residents.
- 11 Winnefox agrees to provide such financial or operational reports of its activities as the County requests.
- 12 Winnefox will present a request for a County library appropriation in accordance with the County's budgeting procedures and will distribute these funds to the participating libraries based on Member Library Agreements and the Plan.
- 13 This Agreement shall go into effect January 1, 2012 and remain in effect through December 31, 2016, 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 - Green Lake County 2012 - 2016

IN THE PRESENCE OF:

GREEN LAKE COUNTY, a State of  
Wisconsin Municipal Corporation,  
("COUNTY)

\_\_\_\_\_

By: Daniel Priske, Chair

\_\_\_\_\_

Margaret R. Bostelmann, County Clerk

Dated: \_\_\_\_\_

IN THE PRESENCE OF:

WINNEFOX LIBRARY SYSTEM  
(WINNEFOX)

\_\_\_\_\_

By: Jim Miller, WLS Board President

\_\_\_\_\_

Jeff Gilderson-Duwe, Director

Dated \_\_\_\_\_

**Green Lake County**  
**Long Range Plan of Library Service 2012 - 2016**

**Statement of Principles:**

1. The people of Green Lake 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 libraries' ability 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 in order to provide the most needed services in the most cost-effective way.
4. The participating libraries recognize that there is an illiteracy problem in the county, and the libraries have a responsibility and an important role to play in community efforts to combat illiteracy.
5. Residents of those municipalities with libraries should be assured access to the other libraries in Green Lake County. No compensation will be necessary when respective use is determined to be *reciprocal*.
6. Residents of Green Lake 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. Green Lake County shall provide reimbursement to Winnefox member libraries serving Green Lake County residents living outside municipalities with libraries at the same level of reimbursement (excluding grants and support for shared services) as is paid to Green Lake County libraries.
  - b. Winnefox Library System member libraries located outside Green Lake 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 the Winnefox Library System. No compensation will be necessary when respective use between systems is determined to be *reciprocal*.

### **Library Service Priorities 2012 through 2016:**

Residents of Green Lake County enjoy the opportunity of receiving service from five 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.

Priority I: All libraries in Green Lake County recognize the value of establishing reading skills in youth as a basis for lifelong learning and will continue to consider services to children and families to be of primary importance.

#### **Activities:**

- a. Establish/strengthen liaisons with other community organizations serving children and families such as Headstart, preschools, WIC, etc.
- b. Develop intergenerational activities such as holding preschool story hours in retirement facilities.
- c. Increase and diversify programming for children and families by holding programs for different ages of children, offering craft programs, and other means.
- d. Offer summer reading programs for all ages
- e. Offer more hands-on activities to encourage more frequent and longer visits to the library by families.

Priority II: The libraries in Green Lake County will remain the center of community life for Green Lake County residents.

#### **Activities:**

- a. Provide support for community events by providing resources such as meeting space, publicity, or co-sponsoring activities with other county organizations.
- b. Be a primary resource for community information.
- c. Provide a comfortable atmosphere within libraries for visiting and meeting with neighbors.
- d. Provide services that may not be readily available elsewhere such as tax forms, a copy machine, fax machine, public access computers, etc.

Priority III: Green Lake County libraries will be leaders in providing access to information technology to all citizens of the county and promoting information literacy.

#### **Activities:**

- a. Provide public access to the Internet and training for those that need it.
- b. Provide computers with word processing software for creating resumes and letters, or for other personal needs.
- c. Promote the use of online resources available through library web pages.
- d. Make sure that all computers within each library are updated frequently so public service is not limited by equipment obsolescence.

Priority IV: Green Lake County libraries will work closely with local schools and homeschoolers as partners in the educational process.

**Activities:**

- a. Consult with school staff to obtain information on curriculum needs to provide better resources for students' homework needs.
- b. Provide book talks and other programs in classrooms to encourage students to visit the library.
- c. Encourage class visits to the library including visits from Headstart and preschools.
- d. Sponsor displays on behalf of the schools such as student art works.

Priority V: Green Lake County libraries recognize the need to serve all county residents, including those with disabilities and other special needs.

**Activities:**

- a. Form partnerships with public and private sector service providers to both assess the needs of disabled individuals in the county and reach those in need of library services.
- b. Continue to ensure that all facilities and technology are accessible to all
- c. Continue to provide home delivery of material.
- d. Support the activities of other agencies in teaching English to non-English speakers.
- e. Work with the Green Lake County Literacy Council to provide learning material for adult new readers in the county.
- f. County libraries will provide information in alternative formats

Priority VI: Green Lake County Libraries will facilitate lifelong learning for all county residents.

**Activities:**

- a. Consider adult learning needs to be a central collection development priority.
- b. Provide quiet areas for study as well as distance learning technology.
- c. Increase programming for adults

Priority VII: Green Lake County libraries will be proactive in meeting changing needs within the county.

**Activities:**

- a. Library directors will continue to attend Library Advisory Committee meetings and meetings of other community organizations to discuss mutual concerns.
- b. Examine community need and change hours and services as needed
- c. Continually evaluate library usage patterns, discontinuing services that are no longer relevant and implementing new services to meet emerging needs.
- d. Revisit and update the long-range plan on a regular basis.
- e. Stay in touch with governmental officials soliciting their opinions regarding community needs.

**Evaluation**

Each year, prior to annual funding requests, County Libraries will present a report to the Green Lake County Agriculture, Extension, Education & Fair Committee and County Board detailing progress on service priorities listed above. The committee will be provided with appropriate statistics, and other information, to assess the effectiveness of county libraries.

Attachment: **Green Lake County Library Funding Request 2012**

The Winnefox Library System, on behalf of public libraries in Green Lake County, submits the following request for funding library services during 2012 according to the formula outlined in the Green Lake County membership agreement with the Winnefox Library System.

\$228,071      Reimbursement to Green Lake County libraries for service provided to county residents living outside municipalities with libraries:

Berlin Public Library	50,739
Caestecker Public Library, Green Lake	33,800
Mill Pond Library, Kingston	35,722
Markesan Public Library	61,237
Princeton Public Library	46,573

\$52,390      Winnefox Cooperative Technical Services (WCTS)

\$34,218      Reimbursement to libraries in adjacent counties for service provided to Green Lake County residents living outside municipalities with libraries:

**\$314,679      Total funding for Green Lake County Libraries, 2012**