

FOND DU LAC COUNTY

LIBRARY SERVICE PLAN

2016

THIS AGREEMENT is by and between Fond du Lac 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."

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 and 43.13(1), Wisconsin Statutes.
2. Provides the financial support for library services required under Section 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, pursuant to Section 43.11(3)(c), Wisconsin Statutes, the plan of library service for a county 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 and may include books-by-mail service, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee. Services may be provided by contracting with existing public libraries in the county or in adjacent counties or with the public library system or by creating a county library organization under Chapter 43. The plan of library service for a county may provide for improving public library service countywide and in municipalities that have libraries. 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, it is in the best interest of Fond du Lac 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, which is incorporated hereto as Appendix A.

NOW IT IS HEREBY AGREED as follows:

1. The Fond du Lac 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 2013 – 2017 and will provide annual funding consistent with the recommendation of the County Executive subject to approval by the full County Board.

2. The County agrees to participate in the Winnefox Library System and its activities.
3. Winnefox agrees to provide those services outlined in Chapter 43 of the Statutes of the State of Wisconsin and will modify those services as necessary to remain in compliance with all relevant statutes throughout the life of this agreement. WLS may provide such other services not specified in Statute as may be requested by its members and authorized by the Winnefox Board of Trustees. Services provided by Winnefox may include:
 - a. Agreements to allow Fond du Lac County residents access to other public libraries in Winnefox and in adjacent counties, and to allow residents of those counties access to Fond du Lac County libraries.
 - b. Backup reference, information, and interlibrary loan services.
 - c. Referral or routing of reference and interlibrary loan requests from county libraries to other libraries in Wisconsin.
 - d. Continuing education training for library directors, staff, and trustees.
 - e. Regular delivery and communications between libraries.
 - f. Professional consultation services to libraries.
4. The County agrees to provide financial support as stated above to implement the Plan for the calendar years 2013 – 2017 and in a manner consistent with the methodology contained therein.
5. By September 1 of each calendar year, the Library Directors of the Municipal Libraries within the county shall jointly submit to the County Executive a request for reimbursement for the costs of serving rural county residents in the prior year. The County Executive shall use this request as the basis for an appropriation for funding of library services in the upcoming annual budget.
 - a. Rural county residents is here defined as any resident of the county living outside of a municipality that maintains a library.
 - b. The request for reimbursement at each library will be based on the percentage of total circulation provided to rural county residents at the library applied to the total expenditures at that library for the prior fiscal year.
 - c. Total circulation shall be defined as the total number of individual physical items loaned from a library.
 - d. Electronic circulation may also be included as part of the total circulation provided by a library if that library includes an amount in its annual operating budget to purchase or lease items in electronic format individually and/or as part of a consortium.
 - e. An electronic circulation is defined as an individual electronic file downloaded for a limited, defined time period to an electronic device. As such “uses” or “hits” of electronic databases or similar files will not be considered “circulation”

6. Using information contained in the library annual reports, Winnefox shall formulate the County's share of library service costs and library allocations as follows:
 - a. Each library's total expenditures and total circulation for the preceding year shall be determined.
 - b. Each library's expenditures shall be divided by the library's circulation to determine each library's cost per circulation.
 - c. The cost per circulation shall be multiplied by each library's total circulation to rural residents. Electronic circulation to rural residents may be included in the total circulation.
7. Noting in this agreement precludes the libraries in Fond du Lac County from requesting additional funding for special projects.
8. The County shall be entitled to membership on the library boards of the participating libraries as provided in Section 43.60(3), Wis. Stats. Appointment of County members of the library boards shall be made by the Fond du Lac County Executive subject to confirmation by the Fond du Lac County Board of supervisors.
9. The County designates the Education, Extension & Agriculture Committee and the Fond du Lac County Librarian Advisory Committee as the Fond du Lac County Library Planning Committee.
10. The County may request an audit of borrower registration records of the participating libraries for the purpose of ascertaining that the registration procedures for borrowers are applied equitably to both city and county residents and that the borrower-circulation percentage figures described in the Plan are accurate. This provision cannot violate provisions of sec. 43.30, Wis. Stats., Public Library Records which relates to the confidentiality of library records.
11. The parties further agree to work cooperatively to further improve public library service to County residents.
12. Winnefox agrees to provide such financial or operational reports of its activities as the County deems appropriate and desirable.
13. Winnefox will present an annual request for a County library appropriation in accordance with the County's budgeting procedures and will distribute any such funds to the participating libraries on the basis of this and Member Library Agreements.
14. Winnefox agrees to submit a list of candidates, as needed, to the County Executive for appointment to the Winnefox Library System Board of Trustees. Candidates submitted shall be members of Boards of Trustees of Winnefox member li-

braries within Fond du Lac County. Appointment of Winnefox Board members shall be made by the Fond du Lac County Executive subject to confirmation by the Fond du Lac County Board of supervisors. Allocation of Board members to Fond du Lac County shall be carried out as described in Wis. Statutes Sections 43.19(1)(b) and 43.19(2).

15. The term of this Agreement shall be (5) years effective 1/1/2013. This Agreement may be amended by mutual agreement of both parties.

APPENDIX A: Plan of Library Service - Fond du Lac County 2013 – 2017

ATTACHMENT: Funding request for 2016

FOND DU LAC COUNTY, a State of Wisconsin Municipal Corporation, ("COUNTY")

Allen J. Buechel, County Executive

Date

Lisa Freiberg, Fond du Lac County Clerk

Date

WINNEFOX LIBRARY SYSTEM ("WINNEFOX")

Barbara Asmus, Winnefox System Board President

Date

Jeff Gilderson-Duwe, Winnefox System Director

Date

APPENDIX A.

WINNEFOX LIBRARY SYSTEM

PLAN OF LIBRARY SERVICE - FOND DU LAC COUNTY –2013 – 2017

INTRODUCTION

STATEMENTS OF PRINCIPLE:

1. The people of Fond du Lac County should have convenient access to all library services being provided by all municipal libraries within Fond du Lac County on the same terms as the municipal residents supporting such libraries. The people should be free to use any or all libraries at their discretion.
2. It is the responsibility of Fond du Lac County to compensate the municipal libraries in an adequate manner for the use made of them by county residents who have no local public library services [Wisconsin Statutes 43.15(4)(b)].
3. The authority of Fond du Lac County relative to library services is defined by statute and accomplished through adoption of a county plan of service, contract negotiations, and appointments to local library boards and the Winnefox Library System Board [Wisconsin Statutes 43.15(4)(b), 43.19, 43.60(3)]. The authority for determination of local library service program rests with each public library board of trustees as provided by statute [Wisconsin Statutes 43.58-43.60]. That local autonomy is not sacrificed to either the Winnefox Library System or Fond du Lac County [Wisconsin Statutes 43.19(2)(b)].
4. The participating libraries recognize a responsibility to provide library services in the most cost effective manner. The libraries will cooperatively study the availability of information services in Fond du Lac County and survey county residents to determine what library services are most needed.
5. Residents of those municipalities with libraries should be assured of access to the other libraries in Fond du Lac County. No compensation will be necessary when respective use is determined to be reciprocal.
8. Residents of Fond du Lac County living outside of municipalities with libraries should have access to the resources of other libraries within the Winnefox Library System.
9. Residents of the Winnefox Library System should have access to the resources of other libraries outside of the Winnefox Library System.
10. In accordance with Sec 43.12 of Wisconsin Statutes, Fond du Lac County shall provide reimbursement to libraries in adjacent counties serving Fond du Lac County residents living outside of municipalities with libraries.

11. To the extent possible, the development of library services in Fond du Lac County should occur in a way that does not seriously undermine local library service development or the present quality of library services.
12. All of the public libraries in Fond du Lac County should be adequately compensated for nonresident use based upon the above principles.
12. All participating libraries will agree to the same contractual service and audit provisions of the County Agreement.
13. Under the terms of this Plan and Agreement, the public libraries may provide such outreach services as they deem necessary and worthwhile. Their provision will affect the county library appropriation only insofar as they affect each library's proportion of circulation.

Goals and Activities for 2013 through 2017

Goal 1: Operate libraries within Fond du Lac County as effectively and efficiently as possible.

Activities:

1. Winnefox staff and the directors of libraries within the county will meet on a regular basis to discuss service issues and concerns in order to achieve joint solutions to joint problems and to engage in continuous long range planning.
2. All parties agree to explore possibilities for increased resource sharing and cooperation aimed at operational efficiency.

Goal 2: System libraries will offer county residents access to a wide variety of electronic information resources.

Justification: All parties recognize that the provision of electronic resources allows libraries to provide information 24/7 to county residents. Remote electronic access to services via the Internet will negate the necessity for county residents to have to travel any distance to gain access to information. Equal access to information and knowledge is extremely important to maintaining democracy and the quality of life of all citizens of the county.

Activities:

1. County libraries and Winnefox will continue to build collections of electronic resources (EBooks and online databases) and coordinate selection with Fond du Lac County libraries.
2. County libraries will identify and inventory local history resources (texts, cemetery indexes, oral histories and others) that are candidates for digitization.

3. The Winnefox Electronic Resource Development Team will assist libraries within the county in digitizing local history resources so that they may be more easily accessed by county residents over the Internet.
4. County libraries and the Winnefox System will work with other service providers to explore the needs and possibilities of offering county-specific electronic services such as access to government information and community events calendars.
5. All parties – Fond du Lac County, municipal libraries, and the Winnefox Library System – will explore ways to expand electronic information access within libraries for those who do not have ready access at home.
6. County libraries recognize that not all information provided on the Internet is of equal quality or value. Libraries will attempt to assess the information needs of citizens and provide recommendations of quality Internet resources that will meet those needs.
7. In order to provide leadership to county residents in the provision of electronic resources, library staff must maintain a high level of electronic information literacy. Each library in the county will attempt to send each staff member to at least one workshop annually to refine their computer skills.

Goal 3: Fond du Lac County libraries will work with schools and other service providers within the county to provide the best possible educational opportunities for Fond du Lac County citizens.

Justification: Libraries serve a traditional role in providing educational opportunities for patrons of all ages. Despite ongoing efforts by libraries, schools, and other service providers, illiteracy and information illiteracy continues to be a problem for some citizens. By working together, all interested parties have a better chance at finding solutions to problems and may do so more economically.

Activities:

1. County libraries will attempt to provide the books, space and other physical resources necessary needed by agencies dealing with adult illiteracy within the county.
2. County libraries will provide support for parents and teachers in encouraging reading by offering books and programs for preschoolers. Libraries recognize that a child's best chance to become a lifelong reader is through gaining encouragement for reading within the family. Libraries will work with Headstart, literacy councils, and other family centered agencies to encourage family literacy.
3. County libraries recognize that simply providing electronic information is not enough to ensure access by citizens. County libraries will continue efforts to provide instruction in the use of Internet resources, both informally and formally, and aid county citizens in becoming good information consumers.

Goal 4: County libraries will provide outreach services to meet the needs of residents who cannot visit county libraries because of age, physical disability or special needs.

Justification: Library services are vital to the well-being of all county residents. As such, it is the responsibility of both the county and municipal libraries to ensure that library services are provided in the most effective and efficient means possible no matter what service delivery option is chosen.

Activities:

1. Cooperative outreach services from FDL County Libraries should:
 - Support family literacy by bringing books and reading to children and to encourage parents and caregivers to read with their children.
 - Support the work of teachers working with elementary school age children and younger, by helping them introduce children to libraries, reading, and learning.
 - Bring library service to those unable to conveniently access libraries. This includes both those who live a great distance from one of the libraries in the County as well as those who, because of age or disability, cannot travel to a library.

To meet these objectives, libraries in FDL County will develop plans for county wide delivery of service to the homebound and increase purchases of children's material for use by educators, agree on consistent rules for "Teachers Cards". Steps taken to meet these goals will be reported to the AE&E Committee of the County Board annually prior to the funding cycle.

2. Libraries in the county should collaborate in planning and implementing outreach services throughout the county in order that services may be as effective and efficient as possible.
3. County libraries will continue discussions with town or village representatives in areas of the county that are more than 9 miles from an existing library regarding the possibility of opening satellite service outlets in these municipalities.
4. Libraries in the County should establish a permanent "Outreach Services Advisory Committee" to provide continuing input to the Library Board of Trustees regarding outreach services.
5. Libraries will market outreach services cooperatively and develop a marketing plan to be included in the Long Range Plan for Library Service submitted to the county.

Goal 5: Promote library resources as a means of improving the economic resources of the county.

Justification: Library resources have a major impact on the economic well-being of the communities they serve. Often the library is a premiere destination for citizens traveling

to the community's central downtown. Other times, the library can be a source of economic information for local businesses and the public.

Activities:

1. County libraries, assisted by Winnefox staff, will work together to survey the needs of county businesses and residents for economic information.
2. County libraries will use survey needs to coordinate purchases of information sources between libraries.
3. County libraries will work with local governments and other organizations to reinforce the role of libraries as a destination for those traveling within and to each community, further strengthening the viability of central business districts.

Goal 6: Libraries will receive fair and adequate reimbursement from the County for serving rural residents. County officials will receive adequate reporting from County libraries and participate in planning for service.

Activities:

1. The County Executive will appoint a county Board member to each library Board in Fond du Lac County.
2. In 2013 County Library Directors will recruit personnel from the Winnefox Library System and/or WLS member libraries from other counties to perform an audit of circulation records in order to assure accurate reporting to the county. The results of this audit will be provided to the County Executive. Future audits will be carried out at least every five years or upon request of the County Executive.

Evaluation:

1. County librarians will provide an annual report to the Education, Agriculture and Extension Education Committee assessing progress on achieving the goals of this plan no later than May 1st of each year.

**Attachment:
Summary of 2016 Reimbursement to County Libraries**

\$1,196,495 Reimbursement to Fond du Lac County libraries for service provided to county residents living outside municipalities with libraries:

Library	2016 Request
Brandon	\$ 24,028
Campbellsport	\$ 87,296
Fond du Lac	\$ 801,385
North Fond du Lac	\$ 50,301
Oakfield	\$ 26,562
Ripon	\$ 122,023
Waupun	\$ 84,900
County Total	\$ 1,196,495

\$82,991 Reimbursement to libraries in adjacent counties for service provided to Fond du Lac County residents living outside municipalities with libraries:

\$1,279,486 Total 2016 Library Funding