

1. July 7, 2021 Walworth County Library Planning Committee Meeting Agenda

Documents:

[MEETING AGENDA - WALWORTH COUNTY LIBRARY PLANNING COMMITTEE  
- JULY 7TH, 2021.DOCX](#)

2. July 7, 2021 Walworth County Library Planning Committee Packet

Documents:

[2 JULY 7 WALCO LIBRARY PLANNING COMMITTEE PACKET.PDF](#)

Walworth County Library Planning Committee

**MEETING NOTICE**

Wednesday, July 7th

6:00 PM

County Board Room 114

Walworth County Government Center

100 W. Walworth Street, Elkhorn Wisconsin

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*(Posted in compliance with Sec. 19.84 Wis. Stats.)*

**NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,  
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE BY  
COMMITTEE MEMBERS.**

The Walworth County Government Center remains open, but in-person attendance may be limited to help ensure appropriate social distancing is observed. **ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT**  
<https://bit.ly/LPCJuly7>

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the County Administrator's Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

AGENDA

1. Call to order.
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes (none)
6. Public comment period
7. Unfinished business (none)
8. New business
  - a. Around-the-table introductions of committee members;
  - b. Selection of a chairperson, if any;
  - c. Presentation by Steve Ohs (committee facilitator);
  - d. Plan of Library Service statement of purpose;
  - e. Identify next steps.
9. Set/confirm next meeting date/time (July 13th, 2021 at 6pm)
10. Adjournment

## **WCLPC Meeting 1: Recommended Readings**

It is recommended that members of the Walworth County Library Planning Committee (WCLPC) review each of the following materials prior to meeting #1:

Wisconsin Department of Public Instruction, Library Development Team. (2021, June 25). FAQ About County Library Planning. Retrieved June 25, 2021, from Wisconsin Department of Public Instruction website:  
<https://dpi.wi.gov/pld/legislation-funding/county-library/plan>.

Wisconsin DPI, Public Library Development Team. (2021, June 25). Outline of a Sample County Library Plan. Retrieved June 25, 2021, from Wisconsin Department of Public Instruction website: <https://dpi.wi.gov/pld/legislation-funding/county-library/sample-county-plans>

Lakeshores Library System. (2021, June 25). PDF Slides -- Library Funding in Wisconsin.pdf. Retrieved June 25, 2021, from Lakeshores Library System Google Drive website:  
[https://drive.google.com/file/d/1WvGyq8rZYu6G9wTasHgBOFNtSFQp\\_KID/view?usp=sharing](https://drive.google.com/file/d/1WvGyq8rZYu6G9wTasHgBOFNtSFQp_KID/view?usp=sharing)

South Central Library System. (2021, June 25). Walworth County Libraries - Fast Facts.pdf. Retrieved June 25, 2021, from Lakeshores Library System Google Drive website:  
<https://drive.google.com/file/d/1wKB9UptYzJ5fj2kGxR1TuiG0mkjMs-k/view?usp=sharing>

## DRAFT

# Non-Exhaustive Inventory of Library Services Offered Throughout Walworth County

Note to the reader: services offered by public libraries vary from community to community according to local needs. Each library board may establish policies for the use of library materials, assets, and facilities. Some policies are coordinated across the county area, while others are more local in nature.

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### Circulation of Physical Library Materials

- Books
- Magazines & Newspapers
- DVDs
- Blu-Ray Discs
- Historical Microfilm & Microfiche
- Children's Board Books
- Video Games
- Non-traditional materials such as tools, fishing rods, cameras, kayaks and cake-pans

### Electronic Library Materials

- eBooks
- Downloadable Audiobooks
- Downloadable Magazines
- Tablets & eReaders available for checkout
- Self-contained audiobooks available for checkout

### Electronic Resources & Databases

- Online language instruction software
- LinkedIn Learning (Online Technology Skill Classes)
- Ancestry.com
- Heritagequest.com
- ReferenceUSA
- Wisconsin Housing Search
- EBSCO Host Database
- Online Auto Repair Reference Center
- Consumer Reports
- Numerous online archives
- Business Source Premier
- Morningstar Research

### Employment, Job Skills & Workforce Development Services

- Resume Help
- Basic Computing Instruction
- Gale Courses (300+ online courses)
- Job Boards

### Entertainment, Events, Meetings, Etc.

- Local movie nights
- Kid-friendly performers
- Summer reading program
- Storytimes
- History lectures
- Author visits & book signings
- Meeting rooms available for public/municipal/county use
- After-school events (math clubs, etc.)
- Book clubs
- Craft nights

### Other Services

- Loanable wireless hotspots
- In-person, telephone or email/chat based reference librarian service
- Community meeting rooms
- Study rooms
- High-speed broadband internet access
- Fax services
- Public computers
- Photocopiers
- Microfilm readers
- 3d Printers
- Robotics kits
- Memory kits for seniors
- Craft kits
- "Take and Make" kits
- STEM education kits
- Learning launchpad devices for kids
- VHS to DVD converters
- Tax help workshops
- School visits & collaboration with school media programs
- 1,000 Books Before Kindergarten program
- Curated resource lists for small business development

# Walworth County

# Fast Facts: 2019

Select a County  
Walworth County

Visits

**514,220**

Registered Borrowers

**51,121**

% service population= 56

Circulation-Total

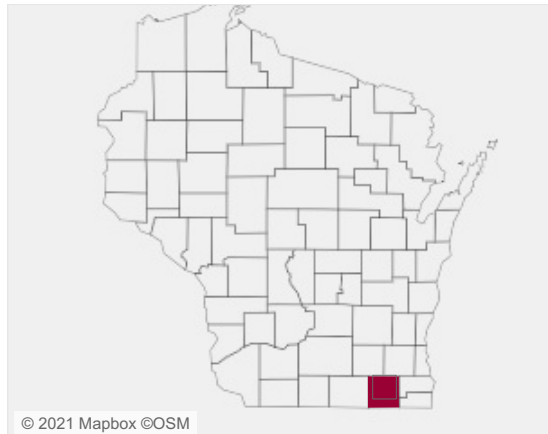
**761,204**

% children's items= 44

Downloads

**78,795**

% children's items= 5



Materials Owned

In-Library

**346,273**

**27,306**

**58,059**



Electronic

**157,037**

**54,956**

**952**

WiFi Session



**31,309**

Computer Use

**43,373**



Preliminary  
Data

Select Year  
2019



Programs-Total

**3,142**

Children's **1,781**

Teens **389**

All Ages **972**

Programs-Attendance

**63,638**

Children's **48,351**

Teens **3,397**

All Ages **11,893**

# Funding for Library Service in Wisconsin

# Primary Funding Sources:

## Municipal Funding

Municipalities with libraries appropriate local tax revenue for operating expenses, upkeep, capital expenditures, etc.



## Funding from the Home County

Home county tax revenue (paid only by county residents without a home library) is appropriated based on actual usage of libraries by county residents without a home library from the previous year.



## Funding from Adjacent Counties

Neighboring county tax revenue (paid only by neighboring county residents without a home library) is appropriated based on actual usage of libraries by county residents without a home library.



## State Aid to Regional Library Systems

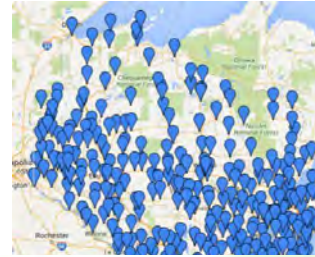
Universal Service Fund revenue (not general purpose tax revenue) is appropriated to sixteen regional library systems across the state. Library systems exist to provide core services to libraries on regional economies of scale.



# Secondary Funding Sources:

## State Funding for BadgerLink

Universal Service Fund revenue also supports licensing of statewide access to a number of online resources including Auto Repair Source, Business Source Premier, and Consumer Reports Magazine.



BadgerLink

## Federal Grants

DPI administers annual grant funding from the Institute of Museum and Library Services. Past projects include statewide broadband enhancement, workforce development initiatives, and innovative service development.



INSTITUTE of  
Museum and Library  
SERVICES



# Highlights: Components of the Library Funding Process

1. Reimbursement for library service to unserved residents
2. Municipal exemption and the county library tax
3. Home-county vs. adjacent county usage
4. Library Data

# County Reimbursement for Service to Unserved Residents 1

- Counties must make certain payments to libraries within the home county and in adjacent counties.
- The purpose of these payments is to reimburse libraries for what they actually spent to provide services to people who live in municipalities without libraries, thus ensuring universal public library access across Wisconsin.
- According to the statutes, calculating this for a given library means:
  - Dividing total expenditures (less any federal funds) by total number of circulations, equaling a rate.
  - Multiply the rate by the number of circulations made only to borrowers who live in municipalities without libraries.
  - This is used to determine the *ratio* of what the library spent to provide service to local residents, versus residents who live in municipalities without a library.
- Very important point: the goal of the statute is to determine an accurate measure of what a given library spent to serve people without a home municipal library in the previous year, and for counties to set reimbursement levels based upon that actual spend in the following year.

# County Reimbursement for Service to Unserved Residents 2

- Counties are required to reimburse no less than 70% of the cost of service.
- Example: if calculated cost of service incurred by a library (for service to people without a library) is \$10,000, the minimum payment the county must make to that library is \$7,000.
- Counties may (and often do) reimburse at a higher percentage than the minimum.
- Counties may also provide additional funding for specific services (example: extra funding for e-book purchases, grants, or other service programs offered via libraries throughout the county).
- Walworth County has, for many years, reimbursed in-county libraries at a collective 100% of the cost of service to unserved residents.

# Municipal Exemption and the County Library Tax

- Counties may levy a county-wide tax for library services.
- Residents of a municipality are subject to this tax, unless the municipality levies their own library tax, appropriates those monies to a library fund, and files an exemption with the county.
- All of the municipalities in Walworth County that operate a library currently do this.
- An annual exemption notice must be filed by municipal clerks each year prior to the county budget being set.
- Generally-speaking, this is the source of funding from which county reimbursement payments to libraries flow.

# Process of Exempting from the County Library Tax

1. Once equalized values are published (by the Department of Revenue), LLS uses the statutory formula (Wis. Stat. 43.64 (2)) to calculate the minimum funding levels each municipality must appropriate (typically in August).
2. LLS sends each library director an annual reminder letter including directions for filing the exemption.
3. Each municipality then files the exemption with the Walworth County Clerk.
4. Exemptions must be filed before the county sets their budget.

# Home County vs. Adjacent County Usage 1

- Home-county reimbursement (described in previous slides) covers most of the usage of libraries by unserved residents.
- However, the choice of which library to use is often made by the individual according to:
  - Where they live;
  - Where they work;
  - Unique library services or programs they want access to;
  - Convenience.
- This means that some people use libraries that are across county lines.
- Therefore, counties also reimburse libraries in adjacent counties for at least 70% of the cost of service to unserved residents who live in adjacent counties.
- Adjacent county reimbursement was introduced to prevent a situation where residents of neighboring counties are required to purchase a library card (thus, undermining the principle of universal access).

# Home County vs. Adjacent County Usage 2

- Example: in addition to home-county reimbursement (Walworth), the East Troy Lions Public Library typically receives smaller reimbursement amounts from Waukesha and Rock counties, because some unserved patrons stop at the library on their way to or from work.
- Though library use by unserved residents of adjacent counties is, by comparison, far less than that of unserved residents in the home county, plans of library service must also include a section addressing this.
- Other counties address this in different ways. Some reimburse at the same level as libraries in the home county, while others reimburse at a different level.
- Example: some counties reimburse home-county libraries for 100% of the cost of service, while libraries in adjacent counties receive 70%.

# Home County vs. Adjacent County Usage 3

Very important point of recap from previous slides:

- The only service costs that are eligible for county reimbursement are those provided to people who don't have a "home library" in their community.
- County reimbursement for service costs to people who live in municipalities that operate a library are not required, and typically not made.



# Library Data

- Every library in Wisconsin must file an annual report after the close of each year.
- Annual reports include all of the necessary financial information used to compute annual expenditures (total expenses, expenses from federal sources).
- Lakeshores Library System exports anonymized circulation data from the library management software platform and pre-populates the data into the annual report database.
- Note: release of personally identifiable information by libraries is prohibited by statute.
- Internal circulation data includes the municipality of record for each library patron, which allows accurate computation of library access status for each associated checkout.
- Patron municipalities of record are verified against the United States Postal Service database on a regular basis to maintain accuracy.

Thank You  
sohs@lakeshores.lib.wi.us

Plan of Library Service for Walworth County, 2022-  
Prepared by the Walworth County Library Planning Committee  
Summer, 2021

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1. Statement of purpose - such as, "To make quality library service available to all Walworth County residents of all ages and to provide for equitable funding of that service"
2. Background
  - Statutory requirements for county library planning
  - Brief history of library development and planning in the county
  - County membership in library system - including allocation of county board appointments to library system board
3. Current library services to county residents
  - "Inventory" of current county library services (see Appendix D of DPI publication "Planning for Countywide Library Services") - could include detailed "inventory" as an attachment to the plan and place just a summary of county library services in the body of the plan.
  - Governance structure of library organizations in county (e.g., municipal, joint, consolidated county, county library service) - include who makes appointments to boards
  - Current library usage statistics for county residents
4. Current funding of library services to county residents
  - Include municipal, county and state funding amounts and any current funding formulas in use (also mention any municipal exemptions from the county library tax)
  - Include current and anticipated county library service funding levels for county libraries and libraries in adjacent counties, as required in s. 43.12
5. Goals and objectives (or, alternatively, "goals and actions" if you want to skip objectives)
  - sample goal: "To provide all county residents with open access to all library services provided by all system member libraries"
  - sample goal: "To provide for equitable funding for library services provided to all county residents"
6. Implementation (this section should include all of the actions needed to achieve the objectives of your plan during the time period covered by your plan - however, if you decided to skip listing objectives above, you should list actions to be taken during the plan period needed to work toward or achieve the goals you have in your plan) This section must include the actions needed to achieve the following statutorily required components of the plan:
  - library services to county residents who do not maintain a public library, including full access to all system member libraries and payment for that access

- the method and level of county library service funding, which must include payment for public library services within the system and in adjacent counties provided to county residents of those municipalities which do not maintain a public library

7. Future plans (indicate future plans for evaluating and updating of your county plan)

8. Attachments:

- you must, by statute, include any written agreements necessary to implement the proposed county library plan
- a detailed inventory of information and statistics about current county library services can be included here
- a brief executive summary may be included as a cover page for those who might not read the entire plan