Walworth County Library Planning Committee
Wednesday, July 7th
6:00 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth Street, Elkhorn Wisconsin

Call to Order

Roll Call of Committee Members

Agenda Withdrawals, if Any

Agenda Approval

Public Comment Period

Unfinished Business

New Business:

A. Introductions;
B. Chair selection, if any
C. Presentation (Ohs);
D. Statement of purpose;
E. Next steps.

A. Introductions;

- By alphabetical order of last name
- Please state:
  - Your name
  - Your stakeholder role (county board, library trustee, library director, etc.)
  - The most interesting geographic place you've ever visited

B. Chair selection, if any;

- The committee may designate a chairperson
- As an alternative, the meeting facilitator can lead votes or other instances where parliamentary procedure is necessary
- By unanimous consent or by motion

C. Presentation

THANK YOU!

Charge of the Committee

The committee's charge is to create a plan of library service to be submitted to the county board for approval.

Must include:

- Guaranteed access to library services by county residents of municipalities not maintaining a public library;
- Ability for any resident to use any library in the library system;
- A method of reimbursing libraries for what they spent to provide the service;
- Allocations of trustees on the system board, by county.

May also address:

- Service standards for libraries;
- Procedures for reimbursement or other important aspects of annual implementation;
- Definition of relationships between stakeholders;
- Revision interval & process;
- County appointments to library boards;
- Other matters deemed necessary.

How do we go about creating a new plan?

- Recommendation: use DPI's template
- Start with the generalized framework, and customize as necessary
- Begin with a statement of purpose, then establish a funding formula, then build-out other necessary content as appropriate
- Facilitator prepares background readings, draft text, and edits as directed by the WCLPC
- For each major iteration, seek input from library directors (who can seek input from local boards or other stakeholders as necessary)
- Submit funding formula to the county prior to the full plan, if necessary
- Once a draft final plan is ready, submit the document for approval by the county board

Initial meeting structure

Meeting 1. Get to know each other, focus on laying a foundation of knowledge, create a statement of purpose.

Meeting 2. Focus on a new funding formula. Discuss a rough framework for the plan, and prioritize development of additional content. Invite library director feedback between meetings 2 and 3.

Meeting 3. Discuss a rough draft based on work to date. Identify, prioritize, and discuss remaining content to be developed. Invite library director feedback.

Meeting 4. TBD

Switch Gears
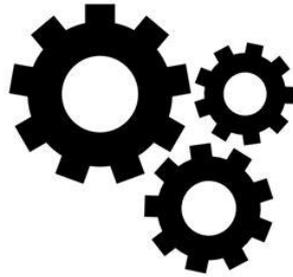
Stakeholders (1)

County residents. People use libraries to access knowledge, enrich the lives of their children, be entertained, access high-speed broadband, connect with other people, and look for jobs.

Public Libraries. Administered by library directors, governed by municipal library boards. Library boards approve expenditures and create appropriate policy frameworks to make the maximum use of the library's resources in each community.

Municipal Governing Bodies. Support municipal libraries through local taxes, and appoint trustees to library boards.

Stakeholders (2)

County Governments. Support library services for residents without libraries in their municipalities through county taxes. Engages in county library-related planning. Appoint trustees to library system boards. Often also appoint trustees to municipal library boards.

Regional Library Systems. Provide services to member libraries at economies of scale, with a particular focus on regional cooperation. Work with county and municipal governments on library-related issues of importance. In many cases, implements library reimbursement on behalf of member counties. *Important point: regional library systems do not administer or manage municipal public libraries.*

Stakeholders (3)

Department of Public Instruction. Serves as oversight authority for regional public library systems. Promulgates rule interpretations for regional library systems. Administers statewide programs and facilitates cooperation among the regional library systems.

Library Services

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

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Materials Owned

In-Library	Electronic
346,273	157,037
27,306	54,956
58,059	952

WiFi Session	Computer Use
31,309	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

Service List (1)

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, and kayaks

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
- Job Boards

Service List (2)

<u>Entertainment, Events, Meetings, Etc.</u>
- 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

<u>Other Services</u>
- 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

<u>Other Services (continued)</u>
- 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

Library Services: takeaway points

1. Public libraries remain very popular
2. The services now offered by public libraries span a wide range of content beyond the traditional physical books and dvd's
3. Services offered vary from community to community, based on needs, choices, and resources available

Time Check

Library Funding

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.

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.

Highlights: Components of the Library Funding Process

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

County Reimbursement for Service to Unserved Residents 1

- Counties must make certain payments to libraries within the home county <u>and</u> 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.

- <u>Very important point:</u> 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 the service rate for a library is $1, and the library made 10,000 circulations to people without access to a home library, then the calculated "cost of service" is $10,000. Thus, 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 an aggregate 100% of the cost of service to unserved residents.

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 must 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.

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, <u>unless</u> 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 for reimbursement payments.

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.

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.

- <u>Note:</u> 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.

Switch Gears
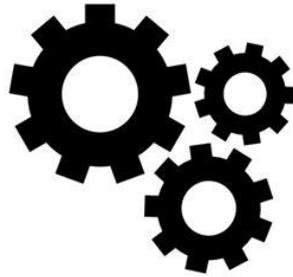
Creating a *statement of purpose* (or *intent*) for the plan

"In creating this plan, the Walworth County Library Planning Committee wishes to demonstrate its intent to achieve a high quality of library service, support municipal public libraries, and enhance regional coordination within a framework that accords with the Wisconsin State Statutes, while honoring our commitment of responsibility to the people of the county".

Next steps: goals for the next meeting

- Prior to the meeting:
  - Review library funding mechanisms slide deck
  - Review some examples of possible funding formulas
- During the meeting:
  - Review, discuss, and amend draft plan framework
  - Discuss funding formula options
  - Achieve consensus on a funding formula to recommend for use beginning in 2022
  - Review, discuss, and prioritize additional content to be developed for the plan

Meeting debrief

- Is the group comfortable with the recommended process? Should anything be changed?

- Is there anything we can do to improve meeting flow or efficiency?

- Are there any particular topics you would like me to include in recommended readings for future meetings?

- Are there any specific topics or issues you feel it's important to address in the plan?

Next meeting

- Wednesday, July 13th, 6pm

Adjournment