

**COUNTY OF RACINE
GOVERNMENT SERVICES COMMITTEE**

Monte G. Osterman, Chairman
Katherine Buske, Vice Chairman
Melissa Kaprelian-Becker, Secretary

Supervisor Thomas E. Roanhouse
Supervisor Kiana Johnson-Harden
Supervisor Scott Maier
Supervisor Mike Dawson

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**NOTICE OF JOINT MEETING OF THE
Government Services and Finance & Human Resources Committees**

DATE: TUESDAY, JULY 26, 2016

TIME: 6:00 p.m.

PLACE: AUDITORIUM
IVES GROVE OFFICE COMPLEX
14200 WASHINGTON AVENUE
STURTEVANT, WI 53177

A G E N D A

1. Public Comments
2. Chairman Comments
3. Approval of Minutes from previous meeting(s)
4. New Business
 - a. Presentation by Steve Ohs, Director of the Lakeshores Library System, of the Racine County Plan of Library Service for Funding Years 2017-2019 and the Proposed Funding Formula Change as Submitted by the Racine County Library Planning Committee with possible action on a resolution
5. Adjournment

GOVERNMENT SERVICES COMMITTEE MEETING MINUTES

July 12, 2016

AUDITORIUM
IVES GROVE OFFICE COMPLEX
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177

Chairman Osterman called the meeting to order at 5:30 p.m. The meeting was attended by Supervisors Buske, Maier, Dawson, Roanhouse, Intern Kaden Gorman and Youth Representatives Novak and Marnell. Also attending were County Board Chairman Russell Clark and Cary Madrigal from Racine County Sheriff's Office. Representative Novak arrived at 5:40 p.m.

Excused: Supervisors Kaprelian-Becker and Johnson-Harden

Absent: None

#1. Public Comment

None.

#2. Chairman Osterman Comments

The Youth in Governance statement was read. Chairman Osterman also reported that Representative Marnell's revision of the Youth in Governance statement was well received at the Executive Board meeting on Monday, July 11, 2016.

#3. Approval of minutes from July 5, 2016 meeting

Action: To approve the minutes from the July 5, 2016 meeting, along with the corrected joint meeting of Government Services & Finance and Human Resources Committees minutes from June 15, 2016. **Motion passed.** Moved: Supervisor Buske. Seconded: Supervisor Maier. Vote: All Ayes, No Nays. Youth Vote: All Ayes. Representative Novak arrived at 5:40 p.m.

#4. Youth in Governance Unity Project Discussion

Intern Gorman reported he emailed area Chambers of Commerce regarding the upcoming sale of the Racine County Flag; he has not yet received any replies. The committee members and youth discussed flag sizes and pricing structure to make available to the public and business community.

Action: Youth in Governance representatives accept as their Unity Project the selling of Racine County flags. Each representative will sell thirty 3 x 5 flags at \$75 each. Selling will begin at the 2016 Racine County Fair. **Motion passed.** Moved: Supervisor Buske. Second Supervisor Roanhouse. Vote: All Ayes, No Nays. Youth Vote: All Ayes.

#5. Resolution No. 2016-xx By the Government Service Committee establishing a line item in the budget to accommodate the receipt of proceeds and donations for the sale of the official Racine County flag to raise money for the Racine County Sheriff's Department Honor Guard

Action: To approve Resolution No. 2016-xx By the Government Service Committee establishing a budget line item to accommodate the receipt of proceeds and donations for the sale of the official Racine County Flag to raise money for the Racine County Sheriff's Department Honor Guard and refer it to County Board for 1st Reading at July 12, 2016 meeting. **Motion passed.** Moved: Supervisor Buske. Seconded: Supervisor Roanhouse. Vote: All Ayes, No Nays. Youth Vote: All Ayes.

#6. Adjournment

Action: To adjourn the meeting at 6:02 p.m. **Motion Passed.** Moved: Supervisor Buske. Seconded: Supervisor Roanhouse. Vote: All Ayes, No Nays. Youth Vote: All Ayes.

Lakeshores LIBRARY SYSTEM

29134 Evergreen Drive, Suite 600
Waterford, WI 53185

July 22, 2016

Mr. Monte Osterman and Mr. Q.A. Shakoor II, Chairpersons
Government Services and Finance and Human Resources Committees
Racine County Board of Supervisors
14200 Washington Avenue
Sturtevant, WI 53177

Dear members of the Government Services and Finance Committees,

Please accept this letter (with enclosed documents) to aid in the upcoming review and discussion of the Draft Plan of Library Service as recommended by the Racine County Library Planning Committee. Adoption of the plan by the County would bring about the following positive outcomes:

1. The plan would become a companion document to the Library Service Agreement between Lakeshores Library System and Racine County (originally signed in 1989 to formalize Racine County's participation in the library system).
2. The plan would generate compliance with Wis. Stats. 43.11, 43.15(2) and 43.15(4)(b), which together require counties participating in a federated library system to create and maintain a plan (which includes a mechanism to fund the use of municipal libraries by non-residents).
3. The plan would improve the mechanism by which funding is provided to libraries to support the service they provide to county residents who live in municipalities without their own libraries.

1989 Library Services Agreement:

A Library Service Agreement was signed in 1989 between Racine County and the Lakeshores Library System (LLS). This agreement was (and remains) the main component that establishes Racine County as a member county of LLS as a federated public library system. We do not believe that the Library Service Agreement of 1989 needs to be rewritten at this time.

Rationale for Adopting a Plan of Library Service:

Adoption of the recommended Plan of Library Service would satisfy the requirements contained in 43.15 (that counties must, in order to be members of federated library systems, create a plan of service which includes funding provisions). To our knowledge, Racine County has never actually had a formal plan (addressing Stat. 43.15) on file. The Department of Public Instruction has recently noted to LLS that a plan is not on-file for Racine County. LLS must submit copies of plans to DPI each year as a part of its annual reporting requirements.

Funding Levels for Nonresident Borrowing:

Each year, LLS compiles borrowing statistics. These statistics are used to calculate funding requests for each eligible library. LLS has used the formula contained in Report No. 2008-18 by the Finance and Human Resources Committee to compute annual requests since 2008. The individual requests are

totalled by LLS and submitted to the County as one amount. This model is intended to avoid the administrative burden of preparing and responding to multiple requests by the libraries and county. The County Library Planning Committee used the 2008 formula as a framework during the process of constructing the updated formula contained in the draft plan.

Benefits of the New Formula:

The most important benefit of adopting a funding formula as a part of the plan would be compliance with Statute 43.15. Also, the new formula would no longer require that libraries exclude income received from fines, fees or donations when computing total operating expenditures. During its discussions, the Library Planning Committee felt that this was an unnecessary exclusion. The updated formula also preserves a three year average safeguard from the 2008 version. In regard to formatting and layout, the new formula documentation is easier to explain and understand. The new formatting and layout also makes it possible for LLS to record & calculate the statistics in such a way as to do a better job of "showing our work".

Fiscal Impact:

County levies for library service are tied closely to annual circulation and borrower behavior – they are based on actual use of the services. Because the usage statistics fluctuate from year to year, the total annual request also fluctuates. Using 2015 circulation data, we find that a 2016 request using the new formula is 2.2% higher than a 2016 request using the old formula would be. Compared with last year's appropriation, we find that a 2016 total request based on the new formula would be 1.6% higher. A 2016 total request based on the old formula would be .5% lower than the previous year appropriation. The "bottom line" is that libraries would be reimbursed at a slightly higher rate under the updated formula.

In closing, it is the belief of the Library Planning Committee that the draft plan and included formula will generate full compliance with Wisconsin State Statutes, while providing a robust framework for library planning and service delivery throughout the county. The recommended funding formula contains modest changes that will improve the process of creating annual requests, while continuing the historical trend of strong county support for universally available library service.

Sincerely,



Steve Ohs, Administrator
Lakeshores Library System

Enclosures

Cc. M.T. Boyle
Kris Tapp

Racine County Plan of Library Service

For funding years 2017-2019

I. Purposes of this Plan

- A. To make quality library services available to all Racine County residents of all ages.
- B. To provide appropriate funding for high quality services.
- C. To comply with Wisconsin Statutes.

II. Background

- A. As of March 2016, five (5) municipal public libraries within Racine County provide services to residents of the county. A number of libraries in other counties also provide services to county residents. Services are provided to all citizens regardless of where they live.
- B. Each public library is a fiscally-independent entity with an independent Board of Trustees. Appointments to the library boards are made by the mayor or village President of the individual communities and confirmed by the Council and/or Village Boards. Board members representing the county under Wis. Stat. § 43.60(3), are nominated by the County Executive and approved by the County Board of Supervisors.
- C. Access to public library service is designed to be universal in Wisconsin. Funding for public libraries comes from municipal appropriations, county funding, and state aid via regional public library systems.
- D. Municipal appropriations support the construction of libraries, and support the costs of providing service to municipal citizens. Municipalities may opt-out of a county library tax if municipal tax rates for library services equal or exceed the amount of county tax rates for the same.
- E. County funding supports library services rendered to county citizens who live in municipalities without libraries (Wis. Stat. § 43.11 and Wis. Stat. § 43.12 - Attachment A).
- F. Minimum levels of reimbursement are articulated in Wis. Stat. § 43.12(1)(b). Historically, Racine County has funded at a level which is higher than the minimum. It is recognized by the Committee that a reduction of county funding to the minimum required level would preclude libraries in the county from providing adequate services to residents.
- G. The Racine County Board of Supervisors appointed a County Library Planning Committee to develop and maintain a county plan of library service in late 2015. Members of the County Library Planning Committee are the Racine County Trustees of the Lakeshores Library System Board. Current members of the Committee are detailed in Attachment B. The role of the committee is detailed in Wis. Stat. § 43.11.

- H. Funding for library service follows a three-year cycle. Data from the previous year are used as a basis for calculating a funding request. The funding request is made in the current year as part of the county budget process (for the following year). Funding is then disbursed in the following year.

Example: data from 2015 is utilized to compute funding levels requested during the budget process in 2016 for disbursement in 2017.

- I. Racine County participates in the Lakeshores Library System (LLS). LLS is a federated regional public library system created according to Wis. Stat. § 43. Participation in LLS is indicated in Section 2 (Article IX) of the Racine County Ordinances.
- J. The Lakeshores Library System (LLS) coordinates the process of developing plans of library service for the counties that participate in the system. LLS also coordinates the process of calculating, requesting and distributing county funding appropriations. This model is designed to avert an administrative burden that would otherwise fall upon the member libraries and upon Racine County.

III. Libraries and Library Services to County Residents

- A. Libraries in Racine County offer a wide variety of services to citizens. A multitude of materials are available for borrowing, including fiction & nonfiction books, music and feature films. Materials in specialized formats are also available, such as board books for children and large print materials for borrowers with vision impairments. A wide variety of downloadable ebooks, audiobooks, and digital magazines are also provided. Free access to broadband internet computers and wireless hot-spots are available. Children and adults enjoy programs that are offered throughout the year on a range of topics from genealogy research to guided reading times for children (see Attachment C for a more extensive list of library services).

IV. Data

- A. Public libraries in the state of Wisconsin are required to file an Annual Report with their system and the Department of Public Instruction Division for Libraries and Technology. Annual reports are completed online, and are freely available to the public via the website of the Department of Public Instruction. Lakeshores Library System works with each member library to compute circulation data by municipality. Requests for county funding appropriations are based upon the circulation data by municipality.

V. Overview of Funding Mechanism for Public Libraries in Wisconsin

- A. Wisconsin library laws set up a mechanism of funding to support universal public library service for every citizen in the state, regardless of where he/she may live.
- B. Three main funding streams support public libraries in Wisconsin:
 - i. Municipal funding supports the capital and operating costs of providing service to residents of the municipality. Municipalities that operate a library may exempt themselves from a county library tax if residents of the municipality are taxed at a higher rate than that of the county library tax.
 - ii. County funding supports the operating costs of providing library service to citizens who live in municipalities that do not maintain their own library. Under the statutes, counties must appropriate funding support to libraries within their own county boundaries, as well as libraries in adjacent counties.
 - iii. State-level funding supports the operations of 17 regional public library systems, statewide resource-sharing infrastructure, and large-scale subscriptions to specialty databases. Annual savings to public libraries generated by the state-level investment were estimated at over 100 million dollars in 2015.

VI. History of Activities Related to County-Level Funding in Racine County

- A. A library service agreement was created in 1989 between Racine County and Lakeshores Library System which is automatically renewed each year.
- B. A 2008 report produced by the Finance and Human Resources Committee of the Racine County Board of Supervisors investigated funding mechanisms for library services. The final report (2008-18) included a funding formula which may have been formally adopted by that Board.
- C. Since 2008, Lakeshores Library System has used this formula as the basis for the annual funding appropriation request it makes on behalf of its fifteen member libraries.
- D. In 2016, Racine County established a Library Planning Committee which is comprised of the nine county appointees to the Lakeshores Library System Board.

VII. Funding Formula

- A. Funding appropriations for library services provided to county residents of municipalities without libraries shall be calculated for each library within the county. Circulation data reported each year by Lakeshores Library System and budgetary information reported by each library on their most recent annual report to the Department of Public Instruction shall be used as the basis for these calculations.
- B. The calculations shall be as follows:
 - i. Step One: Calculate and enter Gross Operating Expenses for each library.
 - ii. Step Two: Subtract from Gross Operating Expenses any Operating Expenses From Federal Sources, any Capital Expenses, any Funds Carried Forward From the Previous Year, and any Contract Income Received From Other Libraries in Racine County.
 - iii. Step Three: Enter the remaining total as Net Compensable Costs.
 - iv. Step Four: Enter the Total Circulation made by the library, Circulation to Residents of Racine County Municipalities Without Libraries, and calculate the Percentage of Total Circulation to Residents of Racine County Municipalities Without Libraries.
 - v. Step Five: Multiply the Net Compensable Costs (from Step Three) by the Percentage of Total Circulation to Residents of Racine County Municipalities Without Libraries (from Step Four) to produce the Library Appropriation.
- C. Any necessary payments to libraries in adjacent counties for service provided under Wis. Stat. § 43.12 will be calculated according to any county plans of library service and/or intersystem agreements in effect. The sum(s) of payments to libraries in adjacent counties will be added to the sum of Library Appropriations to libraries inside Racine County. The grand total will be submitted as a single annual request to Racine County each year. Lakeshores Library System shall document and submit all calculations for review along with the annual request.
- D. If, in a given year, the sum of appropriations to libraries inside Racine County falls below the average sum of appropriations to the same for the past three years, the three year average sum will be requested. In such a scenario, individual library appropriations shall be calculated proportionally.

VIII. Standards for Libraries in Racine County

- A. Wis. Stat. § 43.11(3)(d) allows for county plans of library service to include basic standards. Often, the basic library standards published by the Wisconsin Department of Public Instruction are used (Attachment D).
- B. The Committee recognizes the value of basic standards in a plan of library service as a means to ensure a high level of library service to county residents in return for the investment of county tax dollars.
- C. The Committee recognizes that a number of libraries in Racine County are unable to meet several of the Standards for Public Libraries as promulgated by the Wisconsin Department of Public Instruction. At the same time, the Committee heartily encourages municipalities that operate libraries to use the basic standards as a planning tool when appropriating funding and other resources for library services in an effort to meet these standards.

Note: DPI's complete set of Public Library Standards may be viewed by visiting;
<http://dpi.wi.gov/pld/boards-directors/library-standards>

- D. Future versions of this county library plan may introduce certain standards to be phased-in over a period of time to be determined.

IX. Annual Implementation

- A. Libraries within Racine County will be provided with the Quantitative Standards by Service Population (Latest Edition, Wisconsin Public Library Standards) as published by the Department of Public Instruction Division for Libraries and Technology. LLS shall assist the libraries in assessing their compliance with the standards.
- B. The Racine County Library Planning Committee will meet by April 1st of each year to review the progress of libraries within the county. The committee will report to the county board the extent to which libraries are meeting the DPI standards set forth in this County Library Plan.

X. Next Plan Cycle

- A. The Racine County Library Planning Committee shall submit a new 3 year plan of library service to Racine County no later than June 1, 2019. Urgent revisions may be recommended by the Planning Committee to the Racine County Government Services Committee on an as-needed basis.

the instruction required for the certificate. Certificates already granted prior to December 17, 1971, shall remain in effect.

(2) **PUBLIC LIBRARY SYSTEMS.** The division, by rule, may promulgate necessary standards for public library systems. If promulgated, such rules shall be consistent with s. 43.15 and shall be established in accordance with ch. 227, except that the division shall hold a public hearing prior to adoption of any proposed rule. In addition to the notice required under s. 227.17, the division shall endeavor to notify each public library of such public hearings.

History: 1971 c. 152; 1979 c. 347; 1985 a. 177; 1985 a. 182 s. 57; 1997 a. 150; 2011 a. 120.

Cross-reference: See also ch. PI 6, Wis. adm. code.

43.11 County library planning committees. (1) CREATION. Any county board may appoint a county library planning committee under this section. If a county board, in a county where all public library service is administered or coordinated by an existing county library board or where there is a single-county public library system board, determines to appoint a committee under this section, the existing library board may serve as the county library planning committee. The county board shall notify the division immediately upon appointment of the committee.

(3) **DUTIES AND POWERS.** (a) The committee may prepare a new plan for the organization of a county or multicounty system, revise an existing plan or change the boundaries of a public library system. It shall conduct public hearings concerning these plans, revisions and changes to which representatives of all libraries in the county shall be invited.

(b) The committee's final report, including a new plan, revisions to an existing plan or changes to the boundaries of a public library system and copies of any written agreements necessary to implement the proposal, shall be filed with the county board and submitted to the division. Plans for multicounty systems shall include a method for allocating system board membership among the member counties.

(c) The plan of library service for a county, whether for a single county or a multicounty system, shall provide for library services to residents of those municipalities in the county not maintaining a public library under this chapter. The services shall include full access to public libraries participating in the public library system and the plan shall provide for reimbursement for that access. Services 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 this chapter. 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, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library.

(d) The plan of library services for a county may include minimum standards of operation for public libraries in the county. The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50% of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80% of the population of participating municipalities in the county.

(e) The plan of library services for a county may require that a municipality located in whole or in part within the county that operates a public library compensate another municipality located in whole or in part within the county that operates a public library whenever the latter public library provides library services to residents of the municipality that operates the former public library.

The plan's compensation for each loan may not exceed the actual cost of the loan, as defined by the department by rule.

History: 1971 c. 152; 1981 c. 20; 1985 a. 29, 177; 1993 a. 184; 1997 a. 150; 2005 a. 420.

43.12 County payment for library services. (1) (a) By March 1 of each year, each of the following payments of not less than the minimum amount calculated under par. (b) shall be made:

1. Except as provided in subd. 2., by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, to each public library in the county and to each public library in an adjacent county, other than a county with a population of at least 500,000 or a county that maintains a consolidated public library for the county.

2. If the adjacent county maintains a consolidated public library and provides the notice under sub. (1m), by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, to the consolidated public library for the adjacent county providing the notice under sub. (1m).

3. If a county maintains a consolidated public library and provides a notice under sub. (1m), by that county to each public library in an adjacent county, other than a county with a population of at least 500,000, that provides a statement to the county under sub. (2).

(b) The minimum amount under par. (a) shall be calculated to equal 70 percent of the amount computed by multiplying the number of loans of material made by the library during the prior calendar year, for par. (a) 1. or 3., to residents of the county who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, or, for par. (a) 2., to residents of the county who are not residents of a municipality that contains a branch of the consolidated library, as reported under sub. (2), by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported.

(c) The library board of the public library entitled to a payment under this subsection may direct the county to credit all or a portion of the payment to a county library service or library system for shared services.

(1m) If a county maintains a consolidated public library, the library shall provide a notice not later than April 1 to any public library from which it requests payment under sub. (1).

(2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county and to the county clerk of each adjacent county, other than a county with a population of at least 500,000, that reports all of the following:

(a) The number of loans of material made by that library during the prior calendar year to residents of the county, or adjacent county, who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53.

(b) If the library is in a county that is adjacent to a county with a consolidated library system, the number of loans of material made by that library during the prior calendar year to residents of the adjacent county who are not residents of a municipality that contains a branch of the consolidated library.

(c) The total number of loans of material made by that library during the previous calendar year.

(3) A county may enter into an agreement with its participating municipalities or with a public library system to pay no less than the amounts determined under sub. (1) to the public library

system for distribution to the public libraries that participate in that system.

(4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub. (2).

(5m) Nothing in this section prohibits a county from providing funding for capital expenditures.

(6) The county library board or, if no county library board exists, the county itself, shall either distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11, or shall transfer the aid for distribution to the public library system in which it participates.

(7) This section does not apply to a county having a population of 500,000 or more.

(8) For the purposes of this section, a county that provides library service solely under s. 43.57 (2m) is a county that maintains a consolidated public library, and a tribal college–county joint library under s. 43.57 (2m) is a branch of the consolidated library.

History: 1997 a. 150; 2005 a. 226, 420; 2007 a. 97; 2013 a. 157; 2015 a. 306.

43.13 Division review. (1) (a) No public library system may be established without the approval of the division. In reviewing final reports submitted by county library planning committees, the division shall consider, in addition to the standards set forth in s. 43.15, the proposed system territory, organization and financing, initial and long–range plans for library services, the role of existing multi–jurisdictional service programs in the territory and plans for cooperation with adjoining systems and with other kinds of libraries in the territory.

(b) If the division approves a final report, it shall report such approval to the appropriate county boards and county library planning committees. Upon acceptance by the county boards, the division shall certify to the appropriate county boards the establishment of the public library system proposed by the report, specifying the effective date of the establishment of the system.

(2) A public library system board may submit to the division a plan for the alteration in the territory included within the system or for a change in system organization from a federated to a consolidated system or vice versa. If the change proposed by the plan is approved, the division shall certify such fact to the system board, specifying the effective date of the change.

(3) The effective date of the establishment of a system under sub. (1) or of a change under sub. (2) shall be January 1 of the year specified by the division.

(4) Any decision by the division under this section may be appealed to the state superintendent.

History: 1971 c. 152; 1995 a. 27; 1997 a. 27; 2005 a. 226.

43.15 Standards for public library systems. A public library system shall not be established unless it meets the requirements under this section.

(1) **POPULATION.** The territory within the system shall:

(a) Have a population of 100,000 or more. If, because of the withdrawal or realignment of participating counties, a public library system has fewer than 3 participating counties and a population under 200,000, the remaining parts of the system shall realign with an existing system within 2 years after the date on which the population falls below 200,000.

(b) After July 1, 1998, no new system may be established unless it serves a population of at least 200,000.

(2) **FINANCIAL SUPPORT.** Each county proposed to be included within a system shall demonstrate, to the satisfaction of the division, its ability to provide adequate funding to implement the plan submitted under s. 43.11 (3) and the report submitted under s. 43.13 (1).

(3) **TERRITORY INCLUDED.** (a) A consolidated system shall consist of one county only. A federated system shall consist of one or more counties.

(b) No more than one system may be established within a single county. If the territory of a municipality lies in 2 or more counties which are not in the same public library system, the municipal library board or, if no such board exists, the municipal governing body shall determine the system in which the municipality will participate.

(c) If the territory of a joint library lies in 2 or more counties that are not in the same public library system, the joint library board or, if no such board exists, the governing bodies of the municipalities and counties that created the joint library shall determine the system in which the joint library will participate.

(4) **METHOD OF ORGANIZATION.** (a) A public library system may be organized as a single–county federated public library system, a multicounty federated public library system, or a single–county consolidated public library system. Two public library systems may merge with the approval of each public library system board and the county boards of the participating counties.

(b) A 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 ss. 43.11 (3) and 43.13 (1).

2. Provides the financial support for library services required under sub. (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.

(c) A municipal, county or joint public library may participate in a public library system if it meets all of the following requirements:

1. Is established under this chapter. A tribal college–county joint library under s. 43.57 (2m) is a library established under this chapter.

2. Is located in a county that participates in a public library system.

3. Is authorized by its municipal governing body or county board to participate in the public library system. If the library is a tribal college–county joint library, it is authorized by an agreement under s. 43.57 (2m).

4. Enters into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This subdivision does not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents.

6. Employs a head librarian who is certified as a public librarian by the department and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.

7. Beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.

8. Beginning in 2008, annually spends at least \$2,500 on library materials.

Attachment B

Racine County Library Planning Committee Committee Member List

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Attachment C

List of Library Services Offered Throughout Racine and Walworth Counties

Circulation of Physical Library Materials

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

Circulation of 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
- 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

Free Entertainment, Events, Meetings, Etc.

- Local movie nights
- Summer Story Wagon
- Summer Reading Program
- Storytimes
- Local 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

- In-person, telephone or email/chat based reference librarian service
- High Speed WiFi
- Public Computers
- Photocopiers
- Microfilm Readers
- 3d Printers
- VHS to DVD Conversion
- Tax help workshops
- School visits & collaboration with school media programs
- 1,000 Books Before Kindergarten program (free smartphone app)
- Curated resource lists for small business development

Employment, Job Skills & Workforce

Development Services

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

Quantitative Standards by Service Population

B

“Service Population” is the library's home community population plus an additional population determined from circulation statistics for county residents without a library.

FTE Staff per 1,000 Population

Regardless of population served, minimum total staff is 1.0 FTE.

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	0.6	0.5	0.5	0.5	0.5	0.5	0.4
Moderate	0.8	0.6	0.5	0.5	0.5	0.5	0.5
Enhanced	0.9	0.7	0.6	0.6	0.6	0.6	0.6
Excellent	1.4	0.9	0.9	0.7	0.7	0.6	0.6

Volumes Held per Capita (Print)

Regardless of population served, minimum total volumes held is 8,000 volumes.

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	6.4	4.1	3.1	2.9	2.8	2.7	2.5
Moderate	7.8	4.8	3.8	3.5	3.5	2.9	2.8
Enhanced	10.2	5.7	4.7	4.1	3.8	3.3	2.9
Excellent	15.0	8.2	6.6	5.2	4.1	4.0	3.3

Periodical Titles Received per 1,000 Population (Print)

Regardless of population served, minimum periodical titles received is 30 titles.

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	15.3	13.6	9.7	7.3	5.4	5.1	4.1
Moderate	23.0	17.1	11.9	8.5	6.2	5.6	4.2
Enhanced	34.7	20.9	13.5	9.9	8.0	6.6	5.4
Excellent	63.2	27.9	18.7	12.1	10.3	7.7	7.6

Audio Recordings Held per Capita

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	0.19	0.19	0.17	0.16	0.19	0.19	0.13
Moderate	0.26	0.26	0.23	0.23	0.23	0.23	0.19
Enhanced	0.43	0.32	0.29	0.28	0.27	0.27	0.20
Excellent	0.78	0.53	0.46	0.39	0.35	0.34	0.25

Video Recordings Held per Capita

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	0.60	0.39	0.28	0.21	0.21	0.21	0.15
Moderate	0.78	0.49	0.38	0.26	0.24	0.23	0.16
Enhanced	1.21	0.64	0.49	0.36	0.28	0.28	0.21
Excellent	1.68	0.93	0.68	0.51	0.43	0.33	0.27

Public Use Internet Computers per 1,000 Population

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	2.19	1.25	0.73	0.60	0.53	0.53	0.53
Moderate	2.84	1.53	1.00	0.79	0.66	0.60	0.55
Enhanced	4.28	1.88	1.21	0.92	0.81	0.78	0.63
Excellent	6.48	2.58	1.75	1.35	1.37	0.93	0.73

Hours Open

Regardless of population served, minimum hours open is 25 hours per week.

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	25	37	45	57	59	64	64
Moderate	30	41	50	59	63	65	68
Enhanced	33	46	53	61	67	67	69
Excellent	43	51	59	64	69	71	71

Materials Expenditures per Capita

Regardless of population served, minimum materials expenditures is \$10,000.

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	\$4.01	\$3.93	\$3.30	\$3.30	\$3.30	\$3.30	\$3.27
Moderate	\$5.83	\$4.96	\$3.94	\$4.18	\$4.12	\$4.12	\$3.76
Enhanced	\$8.57	\$6.58	\$5.41	\$5.41	\$5.41	\$5.02	\$4.57
Excellent	\$12.28	\$9.83	\$7.51	\$7.22	\$7.22	\$6.24	\$4.71

Collection Size (Print, Audio & Video) per Capita

	Service Population						
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	7.6	4.9	3.6	3.3	3.3	3.2	2.7
Moderate	9.0	5.6	4.5	4.0	4.0	3.4	3.3
Enhanced	11.5	6.5	5.4	4.7	4.3	3.8	3.4
Excellent	17.2	9.4	7.6	6.1	4.9	4.9	3.8

2017 Racine County Library Service Request - Library Compensable Costs

Library	Step 1			Step 2			Step 3	Step 4		Step 5	
	Total Operating Expenses	Operating Expenses from Federal Sources	Capital Expenses	Funds Carried Forward From the Previous Year	Contract Income Received from Other Libraries in Racine County	Net Compensable Costs		Total Circulation	Circulation to Residents of Racine County Municipalities Without Libraries		Percentage of Total Circulation to Residents of Racine County Municipalities Without Libraries
Burlington PL	\$687,024	\$0	\$0	\$61,578	\$0	\$625,446	197,699	52,843	26.73%	\$167,176	
Graham PL (Union Grove)	\$268,710	\$0	\$0	\$0	\$0	\$268,710	70,656	30,971	43.83%	\$117,785	
Racine PL	\$3,362,498	\$0	\$26,441	\$0	\$0	\$3,326,057	824,402	345,864	41.95%	\$1,395,391	
Rochester PL	\$149,038	\$0	\$0	\$1,272	\$0	\$147,766	36,290	8,707	23.99%	\$35,453	
Waterford PL	\$701,066	\$0	\$0	\$12,951	\$0	\$688,115	188,578	101,189	53.66%	\$369,235	
				Sum of Net Compensable Costs: \$5,056,094							
							Sum of Total Circulation: 1,317,625				
							Sum of Circulation to Residents of Racine County Municipalities Without Libraries: 539,574				
							Sum of Racine County Municipal Library Appropriations: \$2,085,040				
										Access Payments to Walworth County Municipal Libraries: \$7,730	
										Access Payments to Kenosha County Municipal Libraries: \$77,415	
										Access Payments to Waukesha County Municipal Libraries: \$73,936	
										Total Request: \$2,244,121	
										Three Year Average Request: \$2,197,572	

2017 Racine County Library Service Request - Adjacent County Worksheet

Walworth County					
Library	Circulations to Racine County Residents From Municipalities Without Libraries	Rate*	Percentage Paid	Payment	
AFAM PUBLIC LIBRARY	60	\$3.93	100%	\$236	
BARRETT MEMORIAL LIBRARY	26	\$3.93	100%	\$102	
BRIGHAM MEMORIAL LIBRARY	0	\$3.93	100%	\$0	
DARIEN PUBLIC LIBRARY	17	\$3.93	100%	\$67	
EAST TROY LIONS PUBLIC LIBRARY	111	\$3.93	100%	\$436	
FONTANA PUBLIC LIBRARY	1	\$3.93	100%	\$4	
GENOA CITY PUBLIC LIBRARY	8	\$3.93	100%	\$31	
LAKE GENEVA PUBLIC LIBRARY	592	\$3.93	100%	\$2,327	
MATHESON MEMORIAL LIBRARY	1,152	\$3.93	100%	\$4,527	
WALWORTH MEMORIAL LIBRARY	0	\$3.93	100%	\$0	
Total Payments Due Walworth County:				\$7,730	
*Per circulation rate set according to Walworth County Plan of Library Service					
Kenosha County					
Category of Service	Circulations	Rate*	Percentage Paid	Payment	
Service to Racine County Residents From Municipalities Without Libraries	17,147	\$4.22	70%	\$50,652	
Service to Racine County Residents From Municipalities With Libraries	25,368	\$4.22	25%	\$26,763	
Total Payment Due Kenosha County:				\$77,415	
*Per circulation rate set according to intersystem agreement with Kenosha County.					
Waukesha County					
Category of Service	Circulations	Rate*	Percentage Paid	Payment	
Service to Racine County Residents From Municipalities Without Libraries	25,029	\$4.22	70%	\$73,936	
Total Payment Due Waukesha County:				\$73,936	
*Per circulation rate set according to intersystem agreement with Kenosha County.					

2017 Allocation - Based on Recommended Levy Request or Based on Three-Year Average - 4/13/16

Racine County Library Distribution Formula

GRAND TOTAL OF LEVY REQUEST BASED ON NEW RACINE COUNTY RECOMMENDATION:			
	2016	2017	2017
Out of county access payments:			\$ 2,189,928
Arrowhead	\$ -	\$ -	\$ 2,197,572
Kenosha	\$ 79,225	\$ 77,415	\$ -
Waukesha	\$ 73,513	\$ 73,936	\$ 77,415
Total out of county:	\$ 152,738	\$ 151,352	\$ 73,936
Total remaining after Out of County Payments	\$ 2,038,576	\$ 2,046,220	\$ 2,046,220

Library	2015 Total Circulation Residents w/o libraries	Net Compensable Costs	2015 Total Circulation	2015 cost per circulation (Average - Racine County)	2016 access payment	2017 access payment (but not more than previous levy request calculation) *	2017 access payment (but not more than previous levy request calculation) *
Lake Geneva *	592	\$ 673,439	149,977	\$ 3.63	\$ 2,147	\$ 2,147	\$ 2,147
Elkhorn *	1,152	\$ 698,804	251,585	\$ 3.63	\$ 3,200	\$ 3,200	\$ 3,200
Total Racine County Library Levy Remaining					\$ 2,033,229	\$ 2,040,873	\$ 2,040,873

Library	2015 Total Circulation Residents w/o libraries	Net Compensable Costs (Racine County requires the removal of all other income & funds carried forward)	2015 Total Circulation	2015 cost per circulation	% of Total Circulation to Racine County Residents w/o libraries	2016 access payment	2016 access payment solely on levy request (the Racine County Formula for requesting funds)	2016 access payment based on County Formula for minimum three-year average
Burlington	52,843	\$ 599,374	197,699	\$ 3.03	\$ 151,147	\$ 160,207	\$ 160,849	
Racine	345,864	\$ 3,281,223	824,402	\$ 3.96	\$ 1,373,930	\$ 1,368,191	\$ 1,373,680	
Rochester	8,707	\$ 144,902	36,290	\$ 3.99	\$ 41,418	\$ 34,766	\$ 34,906	
Union Grove	30,971	\$ 255,711	70,656	\$ 3.62	\$ 104,282	\$ 112,087	\$ 112,537	
Waterford	101,189	\$ 656,184	188,578	\$ 3.53	\$ 382,658	\$ 357,467	\$ 358,901	
Total	539,574	\$ 4,927,394	1,317,625	\$ 3.63	\$ 2,053,435	\$ 2,032,719	\$ 2,040,873	
					\$510			
TOTAL					\$ 2,208,791	\$ 2,189,928	\$ 2,197,572	

100.00000% \$ 2,189,928 \$ 2,197,572