

AGENDA
Eau Claire County
Library Planning Committee
Wednesday, January 13, 2021 at 4:00 p.m.
Virtual Meeting

Dial In: 1-415-655-0001 Access Code: 145 946 3116

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments. Public comments are limited to 3 minutes per person and 30 minutes maximum for the public comment period

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Public Comment
4. Review and approval of meeting minutes
 - a. December 16, 2020
5. Review Sections I to IV of the 2012 Library Plan – **Discussion**
6. Determine next/future meeting dates and agenda items – **Discussion/Action**
7. Adjourn

Next Regular Meeting – To be determined

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839- 6945 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

MINUTES

Eau Claire County
Library Planning Committee
Wednesday, December 16, 2020 at 4:00 p.m.

Present: Jamie Littlefair, Dan Hanson, Stella Pagonis, Mildred Larson, Alyson Jones, Chris Hambuch-Boyle, Charlene Conradi, Douglas Kranig, John Thompson, Leslie LaRose, Nick Smiar (ex-officio)

Others: Samantha Kraegenbrink – Administration, Charles Ellefsen

Interim Chair, Stella Pagonis called the meeting to order at 4:00 p.m. and confirmed meeting notice.

Verbal roll call was taken and is noted above under present.

No members of the public wished to make comment.

Interim Chair Pagonis called for nominations for Chair of the Committee. Mildred Larson nominates Supervisor Pagonis, seconded by John Thompson. Dan Hanson motioned to close the nomination period with no other nominations, all in favor and Supervisor Pagonis will assume the role of Chair.

Chair Pagonis called for nominations for Vice-Chair of the Committee. Dan Hanson nominates Mildred Larson, the nomination was seconded by John Thompson. Motion to close nominations by Supervisor Hambuch-Boyle with no other nominations, all in favor and Mildred Larson will assume role of Vice-Chair.

Chair Pagonis advised Samantha Kraegenbrink would assume the role of Committee Clerk.

Chair Pagonis provided a brief overview on the purview and authority of the Committee advising that that authority of the committee is to determine how libraries get charged back, having some equity. Per Assistant Corporation Counsel Ellefsen, the Committee will need to determine if any current agreements should be terminated and whether to be a federated or consolidated system. John Thompson provided further information on the creation of the current plan. The statute requires that the committee revisits the plan.

There was a brief discussion on the process and elements of the current library plan.

ACTION: John Thompson will forward the committee updated information on total circulations of the libraries.

ACTION: Chair Pagonis will provide the current plan in word to John Thompson who will review and provide input/mark needed changes in the current plan for the Committee to review.

ACTION: All members shall review statutes 43.11 & 43.12 as well as the library plan forwarded by Chair Pagonis on December 16, 2020.

The next meeting will be Wednesday, January 13 at 4:00 p.m. The meeting was adjourned at 4:32 p.m.

Respectfully submitted by,



Samantha Kraegenbrink – Assistant to the County Administrator

Eau Claire County Library Plan

2013-2018

June, 2012

Eau Claire County Library Planning Committee Members
2012

Stella Pagonis, Chair, Eau Claire County Board of Supervisors

Jean Schlieve, Vice-Chair, Eau Claire County Board of Supervisors

Micheal Peterson, Chairperson, Town of Washington

Dan Hanson, Chairperson, Town of Pleasant Valley

Mary Vernau, Library Director, Altoona Public Library

Leslie LaRose, Director, Augusta Public Library

John Stoneberg, Library Director, L. E. Phillips Memorial Public Library

Harold Page, Library Trustee, Fall Creek Public Library

Jim Volbrecht, Citizen Member – Town of Union

Laurie Boettcher, Citizen Member – Municipality

John Thompson, Director, Indianhead Federated Library System (IFLS)

Advisors to Planning Committee

James ‘Mel’ Erickson, Department of Planning and Development

Timothy Sullivan, Office of Corporation Counsel

I. Introduction

The five municipalities of Eau Claire County, Altoona, Augusta, Eau Claire, Fairchild and Fall Creek, offer library services to the residents of Eau Claire County. The services provided to the residents of the county are outlined in this Plan of Library Service. The county has developed this plan for the financial support of services provided by these libraries.

II. Mission Statement

Eau Claire County shall promote equitably and well-funded libraries which provide quality library services for all residents.

III. Background

A. Statutory Requirements for County Planning:

Wisconsin Statutes § 43.11 County Library Planning Committees.

§ 43.11 (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.

§ 43.11 (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, 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 service 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 §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 compensation for each loan may not exceed the actual cost of the loan, as defined by the department by rule.

B. History of Library Development and Planning in the County

In 1982, discussions began among individuals in the county and municipalities on a countywide library services agreement. That agreement took effect in 1987 and was established as a ten-year agreement. The agreement provided the municipal libraries, excluding Fairchild, with funding based upon usage. The towns and the municipalities with libraries were included in the funding portion of the agreement, based on respective circulation. The Eau Claire County agreements pre-date the enactment of Wisconsin Statute § 43.12, which provides for county payment for library services.

In January 2012, a library planning committee was established by the Eau Claire County Board of Supervisors to assess the library service agreement and to determine if the county should continue with the current service agreement, modify the agreement, or use the provisions provided in Wisconsin Statute § 43.12 for county library funding.

Eau Claire County Libraries have been members of the Indianhead Federated Library System (IFLS) since 1978. The public libraries have access to a variety of services and resources including MORE (online catalog and circulation system); courier; interlibrary loan; technology support; and library consultants who provide information on library administration, technology, youth services, and services for individuals with special needs. The libraries are also eligible for both state and federal grants through IFLS.

C. County Membership in the Indianhead Federated Library System

By virtue of its membership in the Indianhead Federated Library System (IFLS), the County appoints three citizens of Eau Claire County to the IFLS Board, one of which is usually a County Board member. In addition, L. E. Phillips Memorial Public Library (LEMPL) is the resource library for IFLS. A member of the LEMPL board serves on the IFLS Board.

IV. Current Library Services to County Residents

A. Inventory of Services.

The five municipal libraries in Eau Claire County provide access to wide ranging resources and services, geared to the community. Each library has a board of trustees that determines library policy and the scope and extent of services provided by that library.

See Attachment 1 for a complete list of services.

B. Governance Structure of Library Organizations

Each library in Eau Claire County is governed by a board of trustees appointed by the respective municipality. Additional county representatives may be appointed in accordance with Wisconsin Statute § 43.60(3). Board members serve a 3-year term. The towns have representation through the ‘citizens at large from outside the city’ appointment.

Current board composition is as follows:

<p>Altoona-7 members 1 School Representative City Council Representative Citizens at Large from the City Citizens at Large from outside the City</p>	<p>Augusta-7 members 1 School Representative City Council Representative Citizens at Large from the City Citizens at Large from outside the City</p>	<p>Eau Claire-10 members 1 School Representative City Council Representative Citizens at Large from the City Citizens at Large from outside the City</p>
<p>Fairchild-7 members 1 School Representative Village of Fairchild Town of Fairchild</p>	<p>Fall Creek -5 members 1 School Representative Village Board Representative Citizens at Large from the Village Citizens at Large from outside the Village</p>	

C. Current Library Usage Statistics for County Residents

Four of the Five Eau Claire County libraries are on MORE (the online catalog and circulation system) which maintains detailed automated circulation statistics. The statistics indicate daily circulation based on residence, including whether an item circulated is checked out by a resident of a municipality with a library or a resident of a municipality without a library (towns). Fairchild maintains a paper circulation file and must follow the recommended procedures established by the Division for Libraries and Technology to track residency.

The 2011 circulation statistics of Eau Claire County libraries* are as follows:

Library	Local Municipality	Eau Claire County Municipality with a Library	Eau Claire County Municipality without a Library	IFLS Counties with a Library	IFLS Counties without a Library	Adjacent Counties not in IFLS with a Library	Adjacent Counties not in IFLS without a Library
Altoona	68,720	30,114	25,984	2,570	5,423	504	1,158
Augusta	16,044	855	10,133	235	167	695	1,893
Eau Claire	791,140	21,034	157,753	23,679	91,037	7,570	15,194
Fairchild	2,356	2	-	-	-	-	620
Fall Creek	15,601	3,380	16,985	79	357	6	56

* Circulation statistics of other Wisconsin residents and out of state residents are not included here. Eau Claire L.E. Phillips Library lent about 1,726 items, Augusta library lent about 271 items, and Altoona library lent 6 items to other Wisconsin residents or to borrowers from out of state.

V. Funding Methodology

A. Required Funding Under Wisconsin Statute § 43.12

In 1997, the Wisconsin Legislature enacted Act 150, which became Wisconsin Statute § 43.12. The statute developed a formula for municipalities with libraries to obtain reimbursement for library usage from municipalities without libraries. The statute includes a method of calculating the per item cost based on operating expenditures divided by circulation. Capital expenditures and Federal funds are specifically excluded.

This plan adopts the reimbursement procedure established by Wisconsin Statute § 43.12 for municipalities without libraries. The county will be responsible to collect funds and to reimburse the libraries based on the statutory formula using the unit cost of circulated materials. The reimbursement by the towns will be apportioned across the towns based on equalized value. The amount will be collected as part of the county property tax

Eau Claire County residents are permitted to borrow materials from adjacent counties. Libraries in adjacent counties will be reimbursed at 70 percent of the actual cost.

Statutory per Unit Calculations Using 2011 Data for Payment in 2013

Library	Operating Expenditures (minus Federal)	Total Circulation	Cost Per Circulation	Eau Claire County Rural Circulation	Rural Circulation Cost
Altoona	\$ 424,122	134,479	\$ 3.15	25,984	\$ 81,949
Augusta	\$ 102,840	30,293	\$ 3.39	10,133	\$ 34,400
Eau Claire	\$ 3,655,564	1,109,133	\$ 3.30	157,753	\$ 519,934
Fairchild	\$ 25,418	2,978	\$ 8.54	-	\$ -
Fall Creek	\$ 91,580	36,465	\$ 2.51	16,985	\$ 42,657

B. Intra-municipal Funding

Under the Library Services Agreement established in 1987, the municipalities with libraries established the practice of intra-municipal reimbursements based on circulation, using the same formula that is used for towns. This practice represents a level of cooperation and equity between the libraries, and the individual libraries have traditionally included the revenue/expense line in their respective budgets.

This practice will continue among the libraries using the same formula established in the 1987 plan, however to be consistent with the towns, the libraries will use the calendar year and circulation statistics that the county uses for the towns.

C. Fiscal Impact

The primary intent of this plan is to remain as neutral as possible to the libraries and to the individual taxpayers. The libraries will continue to collect revenues based on circulation and unit charges, as is the current practice. Intra-municipal payments are currently in the budgets of the libraries as both revenues and expenses, and will continue in that manner.

The town payments for library services will become the responsibility of the county. Because of the shift of apportionment to equalized value, inevitably some towns may see an increase in library payments while others may see a decrease. The towns will no longer receive a lump-sum statement from the county for annual library use, but instead the amount will be distributed among individual county property tax bills.

The shift from the towns collecting the tax to the county collecting the tax is governed by Wisconsin Statute § 66.0602, which states in relevant part: If a political subdivision transfers to another government unit responsibility for providing any service, the levy is decreased to reflect the cost that the political subdivision would have incurred to provide that service. Similarly, if a political subdivision increases the services that it provides by adding responsibility for providing a service transferred to it from another governmental unit that provided the service, the levy may increase to reflect the cost of that service.

As stated, the shift that is occurring is from the towns collecting a property tax for library usage to the county collecting a commensurate property tax from the residents of all the towns based on equalized value. This means the town property tax will decrease while the county property tax will increase. Using equalized property valuation to assess library usage standardizes the property tax for all the town property owners.

VI. Goals and Objectives of the Library Plan

A. Goal: To provide equitable access to library services to all residents of Eau Claire County.

Objectives:

- 1) Each library shall continue to provide hours of operation and a range of services in accordance with Wisconsin Statute § 43.11(c) to all residents of Eau Claire County.
- 2) All libraries will provide interlibrary loans in the manner prescribed by IFLS and will follow System guidelines, policies, and procedures.

- 3) Continue to provide services to individuals with special needs, childcare centers, nursing homes and group homes, on an individual library basis.
- 4) All libraries will continue to provide shared research and information service.
- 5) Continue courier service among public libraries.
- 6) Support literacy activities and programs.
- 7) Support and encourage non-participating municipalities in providing library services.
- 8) Each public library will be encouraged to participate in MORE. (MORE-My Online Resource; Online circulation/online catalog for sharing resources)

B. Goal: To promote equitable and well-funded libraries.

Objectives:

- 1) Maintain full reimbursement as calculated by the formula included in Wisconsin Statute § 43.12(1) for each public library established under Chapter 43 of Wisconsin Statutes within Eau Claire County that serves Eau Claire County residents without a library.
- 2) Maintain the compensation to libraries outside county boundaries at a rate of 70 percent of the cost of circulation.
- 3) Maintain cross municipal reimbursement at a rate of 100 percent for residents of a municipality with a library using another municipal library.
- 4) Encourage library trustees, library staff, County Board members and patrons to work with legislators to promote equitable funding of libraries.

C. Goal: To maintain the relevancy of the Library Plan

Objectives:

- 1) The Library Directors in Eau Claire County and the IFLS Director will meet annually to evaluate and review the plan; make recommendations to the County for changes that need to be made; and evaluate compliance with the Wisconsin Public Library Standards.
- 2) The Library Planning Committee will meet as deemed necessary by the County Board Chair to revise the plan. Other units of government and librarians should be invited to participate.
- 3) The County Board chair will appoint the next library planning committee in January 2017.

D. Goal: Eau Claire County will continue to be represented on the IFLS Advisory Council of Libraries.

E. Goal: The Eau Claire County Library Directors shall hold regular meetings to communicate and cooperate effectively. The meetings shall be on a rotating location basis.

F. Goal: To increase awareness of the scope of library services to county residents.

Objectives:

- 1) Publicize library services and programs within each library service area utilizing techniques such as:
 - a. Library newsletters and mailings
 - b. Local press releases
 - c. Submit special interest stories to local newspapers
- 2) Encourage Eau Claire County to maintain links on the county web site to all county libraries.

G. Goal: To encourage all libraries to achieve compliance with the Basic Level Standards as set forth in the most recent edition of the Wisconsin Public Library Standards.

VII. Implementation

This plan will commence on January 1, 2013. The 2013 tax year will reflect this plan using circulation statistics from the calendar year of 2011.

Library Boards of Trustees of each library in the county shall develop and implement policies to achieve the goals and objectives of this plan. Municipalities with a library will adopt a plan for cross municipal reimbursement consistent with VI(B)(3) of this plan. Individual libraries in the county will provide the services as required to all individuals within and outside the county.

Reimbursement to the libraries for town library use will be provided by the Eau Claire County Finance Department based on data submitted to the Treasurer's Department and the Department of Planning and Development. The respective departments shall cooperate to ensure that the reimbursements are included in individual property tax statements of town residents based on equalized value. Intra-municipal payments shall be made and disbursed through the Eau Claire County Finance Department.

Payments shall be made by the Eau Claire County Finance Department to the municipal library boards of trustees pursuant to Wisconsin Statute § 43.12.

VIII. Updating, Evaluating, and Amending the Plan

This plan is subject to the passing of time, and may require updates and modifications. Plan monitoring and evaluation is an ongoing process. The time that elapses between the adoption of the plan and the need to update the plan will depend on a change in circumstances or legislation that necessitates reevaluation of the plan. The library directors shall be tasked with the responsibility to apprise the chair of the Eau Claire County Board of Supervisors of changing developments. The chair will determine if the Planning Committee needs to reconvene.

IX. Attachments

- 1. Inventory of Services**
- 2. Resolution Establishing Library Planning Committee**
- 3. Wisconsin Statute Chapter 43**

ATTACHMENT 1

2012 Inventory of Library Services

Library Services	Altoona	Augusta	Eau Claire	Fairchild	Fall Creek
Books					
Audio books (compact disk or MP3)					
Videos					
Music on CD					
Reference and readers advisory service					
Programming for children and adults					
Magazine and newspaper subscriptions					
Community and family history					
Outreach services					
Interlibrary loans					
Internet access for the public					
Online information resources					
Word processing computers for the public					
Copy machines					
Microfilm reader					
Meeting room(s)					
Continuing education for the staff and board members					
Preschool Storytime					
Tours and library orientation					
Summer reading programs and incentives					
Displays					
Tables and seating					
Income tax forms					
Technology help					
Equipment rental (digital projector)					
E-reading devices and tablets available for checkout					
Digital book and music collections					

**Attachment 2
Resolution Establishing Eau Claire Library Planning Committee**

APPROVED BY COUNTY BOARD
JAN. 17, 2012

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

Enrolled No. RESOLUTION File No. 11-12/120

-ESTABLISHING A LIBRARY PLANNING COMMITTEE FOR EAU CLAIRE COUNTY-

WHEREAS, in 1997 Eau Claire County renegotiated an agreement, titled the County-Wide Library Services Agreement, with county libraries for the provision of library services to all county residents; and

WHEREAS, the agreement was grandfathered in following adoption of Act 150 establishing statewide standards and requirements for library planning and is considered the County Library Plan; and

WHEREAS, the County is interested in exploring changes to the current County-Wide Library Services Agreement or the creation of a new library plan; and

WHEREAS, Chapter 43.11 of the Wisconsin Statutes establishes the process for library planning and allows the County Board to create a library planning committee.

NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby creates an eleven member ad hoc Library Planning Committee composed of two County Board Supervisors; one representative each from the Eau Claire, Altoona, Fall Creek and Augusta libraries; two Town Board chairmen; one town resident from a town that does not maintain a library; one resident from a city, village or town that maintains a library; and, one representative of the Indianhead Federated Library System.

BE IT FURTHER RESOLVED, that the Library Planning Committee shall review the current library services agreement, explore changes to the agreement/plan or creation of a new plan and submit its report and recommendations to the Committee on Administration, library boards and chief elected officers of municipalities in the County no later than July 20, 2012.

BE IT FURTHER RESOLVED that the County Board Chairman is authorized to appoint members of the Library Planning Committee.

APPROVED BY
CORPORATION COUNSEL
PUBLIC FORM

Kathleen Clark
James W. West
John W. Mangelstead
Lucy E. King
Caroline A. Bates
Committee on Administration

JME

Dated this 9th day of January 2012.

2019 Circulation Data									
	Population	Eau Claire County with a Library	Eau Claire County without a library	IFLS Counties with a library	IFLS Counties without a library	NonIFLS Adjacent County With a library	NonIFLS Adjacent County Without a library	All Other State Residents Circulation	Users from Out of State Circulation
Altoona	7,797	35,625	32,247	2,270	5,060	858	1,918	59	18
Augusta	1,523	655	8,662	139	221	610	1,105	5	45
Eau Claire	68,057	28,536	132,742	19,104	57,913	4,061	9,125	1,238	157
Fairchild	899	-	-	-	-	-	1,651	-	-
Fall Creek	1,268	813	14,172	211	356	15	-	-	8

2019 Statistics Payable in 2021

Eau Claire County Funding					
	Total Operational minus Federal Funding	Total Circulation	Cost Per Circulation	Eau Claire County Circulation Without a Library	County Payment
Altoona	\$528,197.00	137,017	\$ 3.8550	32,247	\$ 124,311.35
Augusta	\$149,846.00	24,973	\$ 6.0003	8,662	\$ 51,974.77
Eau Claire	\$4,537,522.00	799,420	\$ 5.6760	132,742	\$ 753,445.93
Fairchild	\$29,861.00	4,781	\$ 6.2458	-	\$ -
Fall Creek	\$103,060.00	29,416	\$ 3.5035	14,172	\$ 49,652.10

2020 Library Committee Members

Alyson Jones ajones@altoonapubliclibrary.org	Altoona Library Director
Charlene Conradi conradi@fallcreekpubliclibrary.org	Fall Creek Library Director
Leslie LaRose** larose@augustalibrary.org	Augusta Library Director
Pam Westby pamelaw@eauclaire.lib.wi.us	Eau Claire Library Director
John Thompson** thompson@ifls.lib.wi.us	IFLS Director
Stella Pagonis** Stella.Pagonis@co.eau-claire.wi.us	County Board
Chris Hambuch Boyle chris.hambuch-boyle@co.eau-claire.wi.us	County Board
Jamie Littlefair jt.littlefair@gmail.com	Resident of municipality without a library (Fairchild)
Mildred Larson mildredlarson@sbcglobal.net	Resident of municipality with a library (Eau Claire)
Douglas Kranig kranigdouglas63@gmail.com	Chair, Town of Seymour
Dan Hanson** gdhanson@charter.net	Chair, Town of Pleasant Valley
Charles (Chauncy) Ellefsen Charles.Ellefsen@co.eau-claire.wi.us	Corporation Counsel
Samantha Kraegenbrink Samantha.Kraegenbrink@co.eau-claire.wi.us	secretary/clerk

** Members of the 2012 Committee