

AGREEMENT BETWEEN THE WOOD COUNTY LIBRARY BOARD  
AND A PARTICIPATING LIBRARY

I. General Agreement and Purpose:

The Wood County Library Board (hereafter abbreviated as WCLB) and the library board of the Marshfield Public Library located in the municipality of Marshfield, County of Wood, do hereby enter into an agreement as authorized by Chapter 43 and Section 66.30, Wisconsin Statutes, for the purpose of providing county-wide library service to all residents of Wood County through local participating public libraries.

II. Definitions for the Purpose of This Agreement:

- (A) The "County Library Board" is the body established by the Wood County Board of Supervisors as the WCLB in accordance with section 43.57 (3) of the Wisconsin Statutes.
- (B) "Member" is the local participating public library within Wood County, organized under Section 43.52 of the Wisconsin Statutes, which entered into an agreement with the WCLB for the purpose of carrying out the County library plan.
- (C) "Materials" are defined as all items available for circulation in member libraries.
- (D) "Circulation" means the check out of any material from a member library.
- (E) "Guidelines" means any agreement(s) reached between individual member library boards and the WCLB, as to hours of operation per week and other provisions which insure that residents of Wood County receive walk-in service in an equitable fashion.
- (F) "Resident" means any person who is domiciled in Wood County.

III. Mutual Agreements:

- (A) It is the purpose of members joining in these agreements to create a system of mutual reciprocity of library facilities and services to all residents of Wood County.
- (B) This agreement shall supersede any previous intra-county agreements.
- (C) Members shall conduct operations and library services in accordance with accepted library procedures and the Wisconsin State Statutes. Each community should continue to strive to strengthen and improve services.
- (D) Payments to members for services shall be made by Wood County. All

members shall be accountable for accurate financial and circulation records as may be requested by the WCLB.

(E) This agreement shall be effective from the date of this contract and shall continue in force unless changed by mutual consent of an individual member library board and the WCLB or by the withdrawal of membership. Any withdrawals shall be in accord with the appropriate provisions of Wisconsin Statutes.

(F) Any changes or modifications will be submitted by the WCLB to the Wisconsin Valley Library Service for review.

#### IV. Services Provided by Members Shall Include:

(A) Providing services to any and all County residents on the same basis as services given to residents of the local municipality. Every effort shall be made to improve services.

(B) Granting reciprocal service on a walk-in basis or lending to any validly registered borrower of any other participating library and issuing a library card to any Wood County resident.

(C) Establishing inter-library loan service of requested materials described in II (C) of this agreement.

#### V. Compensation Provisions:

##### (A) Wood County Aid

1. Under the provisions of Section 43.64 (1) of the Wisconsin Statutes, the County agrees to levy a tax for library service.

2. The tax levy collected by the County shall be distributed to the participating library(s) in accord with the provisions of the following formula.

a. A "fair funding" amount from the County is determined by multiplying the number of circulations to County residents who do not live within municipalities operating libraries by the lowest cost per circulation among the participating libraries.

b. The cost per circulation is to be determined by dividing the total operating expenditures by the number of circulations. Such figures shall be taken from the state report for the prior year.

c. Using the "fair funding" total as a starting point, each library is to be credited with a "basic operational grant" equaling 2% of the "fair funding" amount. This grant amount is the same for all libraries regardless of size or volume of circulation.

d. A percentage of Wood County/non-municipality circulation is determined by comparing an individual library's Wood County/non-municipality circulation to the total for all the member libraries. These percentages are applied to the amount remaining after the total of the "basic operation grants" was deducted from the "fair funding" amount. This determines an amount for each library based on Wood County/non-municipal circulation. This amount is the "circulation grant."

e. The "full formula" amount for each library is obtained by adding the basic grant amount to the library's "circulation grant".

3. The "full formula" amount for all libraries shall be phased in over a six-year period as follows:

a. 1986 fiscal year - libraries will receive 75% of full formula  
1987 fiscal year - libraries will receive 80% of full formula  
1988 fiscal year - libraries will receive 85% of full formula  
1989 fiscal year - libraries will receive 90% of full formula  
1990 fiscal year - libraries will receive 95% of full formula  
1991 fiscal year - libraries will receive 100% of full formula

b. If the county provides the appropriate funding percentage and the state aid remains constant, in no case shall the total amount payable to an individual library decrease below the level of support received the previous year.

c. If the County appropriation decreases, each library's appropriation will be decreased by the same percentage. As stated in section 43.15 of the Wisconsin Statutes, in order for the County to participate in the System: "The County shall maintain its support for library service at a level not lower than the average of the previous 3 years."

d. In calculating the lowest cost per circulation, only libraries which derive no more than 10% of their support from gifts and volunteers will be included.

(B) Wisconsin Valley Library Service (WVLS) Cash Grants

1. WVLS cash grants are allocated to Wood County for library development. The WVLS provides the cash grant annually but holds the WCLB responsible for determining the use of these funds within the county.

2. WVLS cash grants are provided for the express purpose of allowing libraries to improve and extend their services. Since needs differ among libraries, the use to which the money is put may vary widely. Examples of potential uses include, but are not limited to, the following: improving and enhancing library collections, increasing

staff ability to serve the public, providing services to nursing homes and shut-ins, etc.

3. WVLS cash grants may not be used for capital improvements such as construction or remodeling, and may not be used to reduce the local support of a community library.
4. WVLS cash grants are released by WVLS based on a budget for their use submitted annually by each public library and/or county library board. Expenditures of cash grants are reported by each library on their annual state report. Expenditure figures must also be provided to the WCLB.
5. Cash grants received from WVLS shall be distributed to the participating library(s) in the following manner:
  - a. A maximum of 10% of said monies for any one year shall be initially "set aside" as a special projects fund.
  - b. Projects shall be in accord with a set of criteria for the development of library service in Wood County as determined by WCLB.
  - c. Following the setting aside of the special projects funds, the remainder of the state aid resource monies will be distributed in the same proportion as the Wood County funds.

(C) The Budgetary Process

1. The annual budget which the WCLB presents to the Finance and Budget Committee of the County Board shall include the following items.
  - a. A request for Wood County monies according to the "fair funding" formula and the anticipated distribution of these monies.
  - b. Anticipated state aid resource monies available, less the 10% "set aside" funds, and the distribution of these monies.
  - c. "Set aside" funds and anticipated use of these funds.
  - d. Operational expenses and other expenditures of WCLB.
2. Each participating library is responsible for submitting to the WCLB a copy of a proposed budget for the forthcoming fiscal year. Said budget shall:
  - a. Include proposed expenditures and receipts according to a format approved by the WCLB.
  - b. Identify the uses to be made of all state aid resource monies and Wood County funds.

c. Be submitted in a timely fashion according to a criteria approved by the WCLB.

d. A representative(s) of the board of the participating library may meet as necessary with the WCLB in order to fulfill the requirements of the budgetary process. The same shall be true for the library director and his/her staff designee who shall participate for the purposes of providing professional assistance.

VI. Evaluation:

It shall be the duty of all member libraries to provide the WCLB with the information it feels it needs to evaluate library services to all County residents. Members will be evaluated on their ability to comply with the minimum standards described in Wisconsin Public Library Standards, developed by the Wisconsin Division for Library Services and published by the Department of Public Instruction.

VIII. Amendments

This agreement may be amended through the mutual consent of participating libraries and the WCLB and in accord with III (F) of this agreement.

WOOD COUNTY LIBRARY BOARD

*Ann Maitan*  
Chairman

*June 29, 1989*  
Date

*Linda Kutterberg*  
Secretary

*June 29, 1989*  
Date

LOCAL LIBRARY BOARD

*St. Vaddy*  
President

*8-28-89*  
Date

*Sally Rindfleisch*  
Secretary

*8/28/89*  
Date